



Admissions
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Dual Enrollment Student Drop/ Withdrawal Process

Please review the following information.

Dual enrollment courses affect both your high school records and your college transcripts, so you must carefully decide if withdrawing from a course is in your best interest. Great Falls College MSU recognizes that there are many reasons influencing your decision to withdraw from a course. However, it is important to note that withdrawing could seriously affect:

- (a) your high school grades and/or schedule;
- (b) your high school graduation status;
- (c) your academic progress at GFC MSU;
- (d) any financial aid awards or other benefits you may expect to receive in the future; and
- (e) your subsequent admission to another college or university.

*All courses attempted at GFC MSU will be recorded on your college transcript, including those that you withdraw from. All grades will be calculated in your cumulative GPA and will appear on your college transcript, including those that you withdraw from.

How will dropping/withdrawing impact my bill and 1-2-FREE credits?

Timing is important when dropping or withdrawing from a course (or courses). The date on which you drop determines what happens to your bill with the college.

*If you withdraw from any or all DE courses **during** the add/drop period:*

- ✓ You may owe a partial bill according to the refund dates listed in the GFC academic calendar;
- ✓ 1-2-FREE credit will not be applied and may be utilized in upcoming semesters, if eligible; **AND**
- ✓ The course(s) will not be reflected on your college transcript.

*If you withdraw from any or all DE courses **after** the add/drop period:*

- ✓ You will be charged tuition;
- ✓ If applicable, 1-2-FREE credit may be applied, even though you will **not** earn a grade or receive credit;
- ✓ The course(s) will be recorded on your college transcript with a grade of "W"; a W on your transcript means that you withdrew from a course, meaning you dropped the class after the drop/add period. Earning a W does not negatively affect your GPA and does not penalize you academically.

How do I drop a class or withdraw from all classes?

- 1) *If you are dropping one or more classes and will still be enrolled in other classes, complete a **Drop Card**. If you are withdrawing from all classes, complete a **Withdrawal Form**. Both forms can be found on the Dual Enrollment website at <http://admissions.gfcmsu.edu/dualenrollment/index.html> under "Forms".*
- 2) Take the form to your high school counselor to discuss any potential consequences of dropping and/or withdrawing.
- 3) Return the completed form to your college advisor prior to the withdrawal deadline listed in the GFC MSU Academic Calendar.
- 4) Your college advisor will sign the form and submit it to the Registrar's Office for final processing.
- 5) Once the form is processed, a grade of "W" will be posted to your college transcript.