**Academic Information**

Students are held responsible for knowledge of the regulations governing registration, drop/add, withdrawal and other procedures outlined in this bulletin, in the MSU Course Bulletin, and in any special registration instructions which may be issued on a semester basis.

### Drop/Add Procedures

Deadline dates for dropping and adding courses are listed in the table below. For more information visit the MSU Online Catalog Drop/Add Regulations and Procedures (http://catalog.montana.edu/curriculum-enrollment-graduation) page.

#### 4x4 Session Days of Instruction: In the case where a holiday falls within a 4x4 session, that session will end on a Friday.

<table>
<thead>
<tr>
<th>Drop/Add Schedule</th>
<th>May-start 4x4</th>
<th>June-start 4x4</th>
<th>July-start 4x4</th>
<th>Final 4x4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins May 13</td>
<td></td>
<td></td>
<td>July 8</td>
<td>July 22</td>
</tr>
<tr>
<td>Last day to add online May 12</td>
<td></td>
<td>June 9</td>
<td>July 7</td>
<td>July 21</td>
</tr>
<tr>
<td>Last day to add; Pass/Fail petitions due May 13</td>
<td>June 10</td>
<td></td>
<td>July 9</td>
<td>July 22</td>
</tr>
<tr>
<td>Last day to drop online May 14</td>
<td></td>
<td>June 11</td>
<td>July 9</td>
<td>July 23</td>
</tr>
<tr>
<td>Drop without grade during this time May 15-May 30</td>
<td>June 11-June 12</td>
<td>July 9-July 10</td>
<td>July 23-July 24</td>
<td></td>
</tr>
<tr>
<td>W grades only for drops during this time May 16-May 30</td>
<td>June 13-June 26</td>
<td>July 11-July 24</td>
<td>July 25-August 07</td>
<td></td>
</tr>
<tr>
<td>No drops beginning this date May 31</td>
<td>June 27</td>
<td>July 25</td>
<td>August 08</td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>June 7</td>
<td>July 6</td>
<td>August 2</td>
<td>August 16</td>
</tr>
</tbody>
</table>

**First 6-Week Intersession**

- **Second 6-Week 12 Week**

- **No drops beginning this date**

- **Classes End**

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*Intersession designed for courses of varying length. Courses that do not conform to session beginning or ending dates and are typically short in length will be assigned appropriate deadlines not specified above.*

### Grade Reports and Transcripts

Grades for all sessions that end by August 3 will be processed and available on August 10, and will be posted on the Web at MyInfo.

Transcripts of summer work can be processed beginning August 20. Students who want official transcripts sent to another institution or to their place of employment need to request an official transcript to be sent after their grade is posted. For more information visit the Registrar’s Web page at www.montana.edu/registrar.

### Improper Registration

A student who attends a class without being properly registered for it will not receive credit.

### Taking Courses for Zero Credit

**Auditor**

Registered students may, with the permission of the instructor, enroll in a course as auditors and earn zero credit. No grade will be given, and such a course may not be challenged at a later date for credit. Students must declare their intent to audit by the third class session. Students who audit pay the same fees as students enrolled for credit.

### Release of Information

Montana State University is in compliance with the Family Educational Rights and Privacy Act of 1974 (referred to as the “Buckley Amendment”) and the Montana Privacy Act. Briefly, these laws establish specific guidelines concerning the release of information and the students’ privilege to inspect and review their own education records.

### The Graduate School

#### Summer Dates and Deadlines (http://www.montana.edu/gradschool/policy/dates-deadlines.html#fall)

- **May 13** Last day for international applications for fall semester (if this is different than your department, follow your department’s date)
- **May 13** First 6-week session begins
- **May 27** Memorial Day holiday (no classes; offices closed)
- **June 10** Last day for graduate students to file “Application for Advanced Degree”
- **June 24** Second 6-week session begins
- **July 4** Independence Day holiday observed (no classes; offices closed)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16</td>
<td>Last day for master’s comprehensive or doctoral examination. Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library) by formatting advisor.</td>
</tr>
<tr>
<td>August 2</td>
<td>Intersession ends; Last day of semester; classes end for 12 week and second 6 week; Last day to withdraw application for advanced degree</td>
</tr>
</tbody>
</table>
Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.