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>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins</td>
</tr>
<tr>
<td>Last day to add online</td>
</tr>
<tr>
<td>Last day to add; Pass/Fail petitions due</td>
</tr>
<tr>
<td>Last day to drop online</td>
</tr>
<tr>
<td>Drop without grade during this time</td>
</tr>
<tr>
<td>W grades only for drops during this time</td>
</tr>
<tr>
<td>No drops beginning this date</td>
</tr>
<tr>
<td>Classes end</td>
</tr>
</tbody>
</table>

First 6-Week Intersession* Second 6-Week 12 Week
Instruction Begins May 13 June 10 June 24 May 13
Last day to add online May 14 June 12 June 25 May 16
Last day to add; Pass/Fail petitions due May 16 June 17 June 27 May 22
Last day to drop online May 16 June 17 June 27 May 22
Drop without grade during this time May 14-May 20 June 17-June 20 June 27-July 01 May 22-May 30
W grades only for drops during this time May 21-June 14 June 20-July 25 July 01-July 26 May 30-July 15

No drops beginning this date
Classes End June 22 August 2 August 2 August 2

* 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 Description</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.