



# Dropping a Class

Return to: MSOE Registrar's Office, CC-377  
1025 North Broadway, Milwaukee, WI 53202-3109  
Phone: (414) 277-7215 / Fax: (414) 277-6914  
Scan and email: registrar@msoe.edu

**Office Use Only:**

Credits before \_\_\_\_\_  
Credits after \_\_\_\_\_  
Week \_\_\_\_\_  
Initial \_\_\_\_\_

Name \_\_\_\_\_ Student number \_\_\_\_\_

Course \_\_\_\_\_ Section number \_\_\_\_\_

**The deadline to drop individual classes is Monday of the eighth week of the term at 4:30 p.m. The form must be received by the Registrar's Office by the deadline date.**

Reason for dropping course: \_\_\_\_\_

**We recommend you receive guidance from the following people or offices prior to dropping any classes:**

- **Instructor**  
If you are unsure of how you are doing in your class, you should meet with your instructor during office hours to discuss your grade. Your instructor can help you make an informed decision about whether you should drop the class.
- **Academic Advisor**  
Your academic advisor can help you determine how dropping this class may affect your future quarter registrations, if dropping this class causes prerequisite issues, and how dropping this class may delay your graduation.
- **Financial Aid Office**  
If you are receiving institutional or federal financial aid money, it is important for you to know how dropping this class may affect those funds. You are highly encouraged to contact a member of our Financial Aid staff to review your situation prior to dropping this class. Information about the Satisfactory Academic Progress policy can be found on the Financial Aid Office website under the Basics of Financial Aid link.
- **Athletics Department**  
If you are an athlete, you may wish to check with your coach or the athletic director to determine if this affects your eligibility.
- **International Student Advisor**  
If you are an international student attending MSOE on a student visa, you must obtain the International Student Advisor's signature prior to dropping this class.

\_\_\_\_\_  
International Student Advisor signature

\_\_\_\_\_  
Date

As a courtesy, we encourage you to send an email to your instructor and advisor indicating you have dropped this class.

I understand that tuition refunds will be based on the official drop date, NOT on the date of last class attendance. The official drop date is the date that this completed form is received by the Registrar's Office. (See tuition and fees on the MSOE website for refund schedule.)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Office signature

\_\_\_\_\_  
Date

*Please return completed form to the Registrar's Office (CC-377).*