



# DROPPING A CLASS

Return to:  
MSOE Registrar's Office  
1025 North Broadway  
Milwaukee, WI 53202-3109

Fax: (414) 277-6914  
Phone: (414) 277-7215

Office Use Only:	
Credits before	_____
Credits after	_____
Week	_____
Initial	_____

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

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

Number of credits remaining this quarter after dropping this course \_\_\_\_\_

*If your answer to this question is "0", please fill out a "Withdrawal From All Classes" form.*

Are you receiving financial aid?  Yes  No

If yes, and if you will now have fewer than 12 credits, you must get the signature of someone in the Financial Assistance Office (CC-431).

\_\_\_\_\_  
Financial Assistance signature

If you are in your first year at MSOE and were admitted on probation, the signature of a Learning Resource Center staff member is required to drop a class.

\_\_\_\_\_  
Learning Resource Center signature

Reason for dropping this course:

- Course content too difficult
  - Factors external to MSOE
  - Grade
  - Inadequate prerequisites
  - Teacher issue
  - Not enough time to do well
  - Other
- Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 Web site for refund schedule.)**

**I recognize the impact that dropping this course may have on my expected graduation date, courses for which this course is a prerequisite, my athletic eligibility, and my financial aid package.**

\_\_\_\_\_  
Student signature                      Date              Instructor signature                      Date              Registrar's Office signature                      Date