

You can use this as a sample to send to students if necessary

Advising Students to Drop Your Course

Instructors may advise a student to drop a course if they will be unsuccessful, or may decide that a student is ineligible to continue attending a course if attendance has not been regular or the student has missed the first class meeting.

However, in both instances: **If the student chooses to drop the course, it is the student's responsibility to 'officially drop' the course by contacting the Registrar's Office.**

Advising a Student to Drop Your Course

If prior to the official drop date you decide a student will not be successful and should drop your course, we request you inform the student in writing and send a copy to their advisor. An example ---

"Student name, because of _____ you will not be successful in this course. If you choose to drop this course, you must contact the Registrar's Office, FO 144, 414-382-6370 and officially drop this class. If you choose not to drop this course, you will receive an unsatisfactory progress code. If you have questions about the implications of dropping or not dropping the course for financial aid, insurance or outside scholarship requirements, please contact the Financial Aid Office."