

Last Day to Withdraw Appeal

Please print clearly. *Required information

If you are receiving financial aid and/or veteran's benefits for the term, you are strongly encouraged to meet with the appropriate official (financial aid counselor in Hyer Hall 130 or veteran's affairs officer in the Registrar's Office in Roseman 2032) before submitting this request since there may be financial penalties associated with withdrawing.

STUDENT NAME*		
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)

UW-WHITWATER ID NUMBER*						

DATE OF BIRTH*								
MONTH (MM)			DAY (DD)			YEAR (YYYY)		

DAYTIME PHONE NUMBER*									

UW-WHITWATER E-MAIL ADDRESS*												
												@uww.edu

TERM OF WITHDRAW (CHECK ONE)*			
<input type="checkbox"/> Fall	<input type="checkbox"/> Winterim	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

YEAR*
20__ __

ENROLLMENT STATUS (CHECK ONE)*	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate

Withdrawal from the University means complete separation from all courses, residence halls, food service, and related student activities. If you have completed one or more classes in the term prior to submitting the withdrawal form, the withdrawal will be processed only for the remaining in-progress classes. Completed classes and grades (including Incomplete grades) will stay on your academic record. It is not to be confused with a course drop. The day the Registrar's Office is contacted is the official date of the withdrawal.

LAST DATE OF ATTENDANCE*								
MONTH (MM)			DAY (DD)			YEAR (YYYY)		

REQUIRED*: Statements from the professors on your last date of attendance (examples: email sent directly to registrar@uww.edu email).

REQUIRED*: Attach a person written statement that includes facts that prevented you from withdrawing by the deadline and extenuating circumstances that should be taken into consideration by the Registrar's Office. The written statement is required. Examples of last day to withdraw appeal that are not considered include, but are not limited to, forgetting to withdraw by the deadline, trouble understanding the course material, bad test scores, nonattendance or too many absences, and GPA concerns.

Note: the Registrar's Office reserves the right to require additional information to support an appeal.

International students, student athletes, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering appeals for withdrawal are strongly encouraged to meet with the appropriate official (e.g., international student advisor, athletic director, financial aid counselor, or veteran's affairs officer) before submitting appeals since there may be legal, certification, and/or repayment penalties associated with withdrawing.

Appeals for late withdrawals (i.e., withdrawal requests received after the deadline published in the Schedule of Classes) will be reviewed by the Registrar's Office, which is the final authority on the matter. You will be notified by email of the appeal decision. If your appeal is approved, you should be aware of the following conditions:

- A late withdrawal will not result in a refund of tuition paid or reduced charges.
- If you have completed one or more classes in the term prior to submitting the appeal for late withdrawal, the withdrawal will be processed only for the remaining in-progress classes. Completed classes and grades (including Incomplete grades) will stay on your academic record.
- The late withdrawal will not be processed until after final grading activities have been completed for the term. Classes which you are not passing at the time of withdrawal and in which you receive final grades of "F" will remain on your academic record with those grades and you may be suspended for not meeting the minimum grade point requirements.

I certify that I have read, understand and agree to the conditions stated above. The information I have provided in the appeal is true and complete to the best of my knowledge and I understand that inaccurate information may affect the final decision.

Student signature* _____ Date* _____

Only completed forms will be accepted/processed.

Updated 1/2017

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