

Registration Change - Late Drop

- This form, if approved, grants a "W" grade but will not provide a tuition adjustment.
- If this request is older than 1 year, you cannot use this form. You must follow the Appeals for Record Changes After One Year process: https://www.uww.edu/registrar/appeals

Please print clearly. *Required information					
STUDENT NAME* LAST/FAMILY/SURNAME(S) FIRST/GIVEN NAME(S)			MIDDLE NAME(S)		
I INOT / GIVEN NAME(o)			MIDDEL MANIE(O)		
UW-WHITEWATER ID NUMBER*		DATE OF BIRTH*			
		MONTH (MM)	DAY (DD)	YEAR (YYYY)	
DAYTIME BUONE WINDERS	1.00/ \0/1.UTE\0			TE/IIX (TTTT)	
DAYTIME PHONE NUMBER*	UW-WHITEV	ATER E-MAIL ADDR	ESS*		
				@uww.edu	
TERM (CHECK ONE)*		YEAR*	ENROLLMENT STATUS (CH	ECK ONE)*	
□Fall □ Winterim □ Spring	Summer	20	Undergraduate	☐ Graduate	
	I I EGE OF STUDEN	Γ'S MAJOR* (CHECK	ONE		
College of College of Bu		ollege of Education		College of	
		ofessional Studies		ntegrated Studies	
<u> </u>	•	1	1	-	
CLASS NO.* SUBJECT* COURSE NO.	* SECTION* UN	ITS*	COURSE TITLE*		
(4 DIGIT) (E.G. ECON) (3 DIGIT)	SECTION UN	113	COURSE TITLE		
Student - Check all that apply and get app	oropriate signature	's)*:			
I am a member of a UW-Whitewater athletic		· ·			
<u> </u>		Approval by Intercollegiate Athletics Date		te	
I am an international student	<u>.</u>	,			
I receive Federal GI Bill benefits		proval by International	Office Da	Date	
		·			
	Ą	oproval by Veteran's Be	nefits Coordinator Da	te	
STUDENT SIGNATURE: I request that my l	JW-Whitewater aca	demic record be upo	dated to include the class ad	justment above.	
l understand that I am responsible for payı				he term I am	
requesting is not older than one year. I hav	e completed the st	udent statement on	the next page.		
STUDENT*			Date*		
COURSE INSTRUCTOR SIGNATURE: Your	signature on this f	orm indicates that w	ou are aware of the course r	oquest and that	
you have had the opportunity to comment		om marcates that y	ou are aware or the course r	equest and that	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		commended Approva	al Recommended D	isapproval	
	Reasor	ning:			
COURSE INSTRUCTOR			Date		
COURSE CHAIR & COLLEGE DEAN SIGNA			dicates that you are aware o	of the course	
request and that you have had the opportu		i tne request. commended Approva	al Recommended D	isapproval	
		• •		7.7	
	Reasor	iii ig			
COURSE CHAIR			Date		
OF DEPT. OFFERING THE COURSE			Date		
_		proved	☐ Not Approved		
		•	- Not Approved		
	Reason	g			
COLLEGE DEAN OF STUDENT'S MAJOR*			Date*	Date*	

(Graduate Students use Graduate School Dean. College of Integrated Studies use Assoc. Dean of Campus)



STUDENT STATEMENT*

Explain the difficulties encountered during the semester. Attach supporting documentation and a separate sheet if necessary. Reasons <u>NOT</u> accepted for a late drop include, but are not limited to: forgetting to drop by the deadline, improving GPA, having trouble understanding the material, bad test scores, too many absences, change of major.

LATE DROP PROCESSING GUIDELINES

- 1. Complete all applicable parts of form.
- 2. Submit the form to the following individuals for signature in the sequence listed:
 - a. Athletes, international students, or G.I. Bill recipients to appropriate office(s), if applicable
 - b. Instructor of course
 - c. Chairperson of the department offering the course
 - d. Dean of the college of your major (undergraduate) or the Graduate Dean (graduate).
 - ➤ If approved by the Dean, the form will be processed at the Dean's Office for a current term. For post-term, submit the form to the Registrar's Office for processing.

REASONS NOT ACCEPTED FOR A COURSE LATE DROP:

- 1. Forgetting to drop by the deadline
- 2. Hoping to improve GPA
- 3. Having trouble understanding the material
- 4. Bad test scores
- 5. Too many absences
- Change of major
- 7. This request is more than 1 year from current semester you must follow the Appeals for Record Changes After One Year https://www.uww.edu/registrar/appeals
- Withdraw (removing all units from a student's record in one term). To withdraw from the university, you must complete the term withdrawal process through WINS.
- Change sections, levels, number of units, or grade basis. Use Course Change Form.