

Repeat Course - Third (or More) Attempt Appeal

*Approved requests will not be processed until after priority registration is available for the term requested.
Please do not sign off until you have confirmed holds and time conflicts.*

SECTION 1 – STUDENT INFORMATION: Please print clearly. All Fields Required.	ENROLLMENT APPOINTMENT DATE & TIME:
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STUDENT NAME		
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)

UW-WHITWATER ID NUMBER	DATE OF BIRTH												
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MONTH (MM)	DAY (DD)	YEAR (YYYY)											

DAYTIME PHONE NUMBER	UW-WHITWATER E-MAIL ADDRESS						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;"> </td><td style="width: 25%;">@uww.edu</td> </tr> </table>		@uww.edu
	@uww.edu						

COLLEGE OF STUDENT'S MAJOR (CHECK ONE)				
<input type="checkbox"/> College of Arts & Communication	<input type="checkbox"/> College of Business & Economics	<input type="checkbox"/> College of Education & Professional Studies	<input type="checkbox"/> College of Letters & Sciences	<input type="checkbox"/> College of Integrated Studies

TERM (CHECK ONE)	YEAR	ENROLLMENT STATUS (CHECK ONE)
<input type="checkbox"/> Fall <input type="checkbox"/> Winterim <input type="checkbox"/> Spring <input type="checkbox"/> Summer	20__ __	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

COURSE INFORMATION				
CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

ALTERNATIVE COURSE INFORMATION (IF FIRST CHOICE IS NOT AVAILABLE)				
CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

*The College Coordinator of Advising of student's major and Dean's Office will review your request. The Registrar's Office will process your approved registration request if there are available seats and you have no holds on your account after priority registration begins. **Your signature below means you understand that your registration is subject to approval, you have no registration holds, and the course does not have a time conflict with other classes in which you are enrolled.** You are responsible for confirming your registration on WINS and following all UW-Whitewater academic and financial policies and procedures associated with this class.*

Student Signature _____ Date* _____

SECTION 2 – COLLEGE COORDINATOR OF ADVISING OF STUDENTS MAJOR: I have met with the student and discussed this appeal and any impacts this might have to veteran benefits and athletes.

COORDINATOR NAME (PRINTED)	COORDINATOR SIGNATURE (SIGNED)	DATE

Receiving Veteran Benefits: Yes No Is Student an Athlete: Yes No Recommend Not Recommend

Coordinator Comments: _____

After Section 2 has been completed the advising coordinator should submit the form and written statement to the Dean's Office of the college that offers the course. The form must be received in the Dean's Office prior to the beginning of the term in which the course is offered.

SECTION 3 – DEAN'S OFFICE OF COLLEGE THAT OFFERS THE COURSE: Your appeal for a third (or more) attempt of the course with the override stipulations noted below is:

CHECK ALL THAT APPLY (USED BY REGISTRAR'S OFFICE DURING REGISTRATION PROCESS):		
Override Class Capacity Date Override Expires: _____	Override Class Requisite or Consent Date Override Expires: _____	No Override Approved or Necessary

DEAN OR DESIGNEE NAME (PRINTED)	DEAN OR DESIGNEE SIGNATURE (SIGNED)	DATE

The Successful Appeal Process Includes Four Steps That Must Be Completed:

Step 1 & 2 – Completed by Student

Complete section 1- Student Information of the appeal form. **Prepare a separate written statement** that fully explains the extenuating circumstances that require you to retake the course and why the course is important to your academic program. **The written statement must be attached to the appeal form.**

Make an appointment and meet with the **College Coordinator of Advising in the College of your major** to review and discuss the appeal. The meeting must take place prior to the beginning of the term in which the course is offered. The Coordinator of Advising must sign and date the appeal form. The Advising Coordinator will submit the signed and dated form to the Dean's Office of the College that offers the course. The form must be received by the Dean's Office prior to the beginning of the term in which the course is offered.

College Coordinator of Advising Contact Information:

College	Location	Phone Number	Email
Arts & Communication – Associate Dean's Office	Center of the Arts Room 2029	262-472-1934	uwwartscomm@uww.edu
Business & Economics – CoBE Advising Office	Hyland Room 1200	262-472-4900	Your assigned academic advisor OR undergradbus@uww.edu
Education & Prof Studies – Advising Coordinator	Winther Hall Info Desk (Main Lobby)	262-472-1101	education@uww.edu
Letters & Sciences – Advising Office	Laurentide Room 4111	262-472-1550	lsadvise@uww.edu
Integrated Studies – Rock County Solution Center	Hyatt Smith Hall	608-758-6541	uwwrockinfo@uww.edu

Step 3 – Completed by Dean's Office

The Dean's Office of the College of the course will review the appeal form and your written statement and determine whether to approve or deny the appeal. If approved, the office may elect to authorize class capacity and/or requisite overrides with associated expiration dates. The Dean's Office will deliver or send approved appeal forms to the Registrar's Office so that they are received no later than the published deadline for adding the class.

Step 4 – Completed by Registrar's Office

The Registrar's Office will enroll the student in the class only if they are currently eligible to enroll in the term requested, and if no registration holds or time conflicts exist. In cases where holds and time conflicts exist, the student must clear the hold(s) or obtain the necessary time conflict authorization signatures (the instructors of the conflicting classes must sign the appropriate form) prior to the published deadline to add the class.

***Please do not submit this form to the Registrar's Office until ALL signatures are obtained.**