

ENROLLMENT IN THIRD (OR MORE) ATTEMPT OF A COURSE

(03-15-2010)

SECTION 2 -- COLLEGE COORDINATOR OF ADVISING: I have met with the student and discussed the appeal. I do / do not (circle one) recommend approval.

(coordinator of advising signature)

(coordinator name – printed)

(date)

Coordinator Comments: _____

After Section 2 has been completed and the advising coordinator has signed the form, you should deliver the form and written statement to the dean's office of the college that offers the course. **The form should 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:

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

Your appeal for a third (or more) attempt of the course with the override stipulations noted above is: approved not approved

(dean or designee signature)

(dean or designee name – printed)

(date)

If approved, the dean's office will submit the appeal form to the Registrar's Office so that it is received no later than the deadline for adding the class.

If not approved, the dean's office will notify you of the decision via email and retain this form.

APPEAL FORM FOR REPEAT ENROLLMENT IN THIRD (OR MORE) ATTEMPT OF A COURSE

THE SUCCESSFUL APPEAL PROCESS INCLUDES FOURS STEPS THAT MUST BE COMPLETED:

STUDENTS – STEPS 1 AND 2

Step 1: Complete section 1 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 should be attached to the appeal form.

Step 2: Make an appointment and meet with your **College Coordinator of Advising** to review and discuss the appeal. The meeting should 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. You should then deliver the signed and dated form to the dean's office of the college that offers the course. The form should be received by the dean's office prior to the beginning of the term in which the course is offered.

DEAN'S OFFICE

Step 3: 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.

REGISTRAR'S OFFICE

Step 4: The Registrar's Office will register you for the class only if you have no registration holds or time conflicts with your other classes. In those cases, you 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.

SECTION 1 -- STUDENT: Complete this section of the form and prepare a separate written statement that fully explains the extenuating circumstances that require you to retake the course and why the class is important to your academic program. Attach your written statement to this form.

_____ @uw.edu _____
student name – last, first, middle 7-digit UW-W ID number UW-W email address () -
phone (including area code)

Major _____ College _____

Course Information: Term and Year of class (e.g., Fall 2009) _____ 4-digit Class Number _____ Alt section 4-digit class number, if full _____

Class Info: Subject / Catalog Number / Section Number / Units (e.g. English 101 section 01 3 units) _____

*I have read and understand the policy and procedure information that accompanied this form. I understand that if my appeal for a third (or more) attempt of a course is approved by the dean's office in Section 3 above, and I **have no registration holds** and the course does not have a time conflict with other classes in which I am enrolled, I will be officially registered for the course. I agree that I may not attend or participate in the class until I have been officially registered for it. I am responsible for confirming my registration on WINS. Once registered, I am responsible for following all UW-Whitewater academic and financial policies and procedures associated with the class.*

_____ date
student signature

Bring this completed form and your written statement to the meeting.

College locations: Arts & Communication – Assoc Dean, Center of the Arts room 2029 (262-472-1934) Business & Economics – Asst Dean, Hyland room 4300 (262-472-4900)
Education – Advising Assistance Office, Winther room 2003 (262-472-1585) Letters & Sciences – Advising Office, White room 122 (262-472-1550)