

Registration Change - Late Drop

- 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)

UW-WHITWATER ID NUMBER*	DATE OF BIRTH*																											
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DAYTIME PHONE NUMBER*	UW-WHITWATER E-MAIL ADDRESS*													
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	@uww.edu													

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

COLLEGE* (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

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

Student - Check all that apply and get appropriate signature(s)*:

<input type="checkbox"/> I am a member of a UW-Whitewater athletic team	_____ Date
<input type="checkbox"/> I am an international student	Approval by Intercollegiate Athletics _____ Date
<input type="checkbox"/> I receive Federal GI Bill benefits	Approval by International Office _____ Date
	Approval by Veteran's Benefits Coordinator _____ Date

Student Statement*: State the reasons and extenuating circumstances for your request. Attach supporting documentation and a separate sheet if necessary. Reasons NOT 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.

STUDENT SIGNATURE: I request that my UW-Whitewater academic record be updated to include the class adjustment above. I understand that I am responsible for payment of any tuition and fee charges associated with this request. The term I am requesting is not older than one year.

STUDENT* _____ Date* _____

COURSE INSTRUCTOR SIGNATURE: Your signature on this form indicates that you are aware of the course request and that you have had the opportunity to comment on the request.

Recommended Approval Recommended Disapproval
 Reasoning: _____

COURSE INSTRUCTOR* _____ Date* _____

COURSE CHAIR & COLLEGE DEAN SIGNATURES: Your signature on this form indicates that you are aware of the course request and that you have had the opportunity to comment on the request.

Recommended Approval Recommended Disapproval
 Reasoning: _____

COURSE CHAIR* _____ Date* _____

Approved Not Approved
 Reasoning: _____

COLLEGE DEAN OF MAJOR* _____ Date* _____

(Graduate Students use Graduate School Dean)

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, bring 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
 6. 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.