

Registration Change – Late Drop

- This form, if approved, grants a “W” grade and will not provide a tuition refund.
- 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, First/ Given, Middle)*

UW-Whitewater ID Number*

Date of Birth*

Daytime Phone Number*

UWW E-mail Address*

Term (Circle One)*

Fall

Winterim

Spring

Summer

Year * 20__

Enrollment Status (Circle One)*

Undergraduate

Graduate

College of Student’s Major (Circle One)*

College of Arts & Communication

College of Business & Economics

College of Education & Professional Studies

College of Letters & Science

College of Integrated Studies

CLASS NO (4 DIGIT)*	SUBJECT*	COURSE NO (3 DIGIT)*	SECTION*	UNITS*	COURSE TITLE*

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

___ I am a member of a UW-Whitewater athletic team

___ I am an international student

___ I received Federal GI benefits

Approval by Intercollegiate Athletics & Date*

Approval by International Office

Approval by Veteran's Benefits Coordinator & Date*

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 Signature & 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.

Student's Last Date of Attendance* ___ Recommended Approval ___ Recommended Disapproval

Reasoning:

Course Instructor Signature & Date*

COURSE CHAIR & COLLEGE DEAN 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 Chair Signature & Date*

___ Recommended Approval ___ Recommended Disapproval

Reasoning:

College Dean of Student's Major Signature & Date*

STUDENT STATEMENT: Please respond to the following questions.

Changes in a major or minor, failure to have dropped the class by the posted deadline, or poor performance in a class absent the unforeseen circumstances described in your responses to the questions below are generally reasons why a late drop will not be approved.

1. Please briefly describe the unforeseen circumstance(s) that occurred during the semester. When did the circumstance(s) begin? How long did the circumstance(s) last?

2. How did the circumstance(s) affect your ability to be successful in class? If applicable, please explain why you were able to be successful in some courses during the semester, but not all courses?

3. Why were you unable to drop prior to the standard W-drop deadline?

LATE DROP PROCESSING GUIDELINES

- Complete all applicable parts of form.
- The following individuals need to add signatures in the following sequence:
 - Athletes, international students, or G.I. Bill recipients to appropriate office(s), if applicable
 - Instructor of course for recommendation
 - Chairperson of the department offering the course for recommendation
 - Dean of the college of your major (undergraduate) or the Graduate Dean (graduate) for approval
 - If approved by the Dean, the form will be processed in the Dean’s Office for the current term. For post-term, the form will be submitted to the Registrar’s Office for processing.
- Change sections, levels, number of units, or grade basis. Use Late Class Adjustment Form.
- 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.
- If 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>