

# Extenuating Circumstances Appeal Form

[Appeals must be completed within one (1) year of the term which you are withdrawing/dropping from]

Students are responsible for managing their course registration and knowing and complying with [academic policy](#) and [published registration deadlines](#). UW-Whitewater understands that hardships or barriers can sometimes get in the way of education. The Extenuating Circumstance Appeal Form permits students to request an exception to an academic policy or deadline. A desire to avoid negative academic or financial consequences are not normally considerations for an appeal. Students seeking a late drop from a course(s) should utilize the [Registration Change - Late Drop form](#). It is the student's responsibility to obtain all supporting information and documentation from instructors, counselors, doctors, so forth to present with this appeal. \*If the situation precludes the student from being able to function as a student due to injury or illness, contact the Dean of Students office for a Medical Withdrawal.

The committee will review information submitted in the appeal packet as well as your academic record and course attendance at a meeting once per month. The committee may independently seek information from campus faculty, advisors, success staff, and the Dean of Students. Decisions will be communicated to the student via the email provided.

Questions regarding the appeal process should be directed to the Registrar's Office at [registrar@uww.edu](mailto:registrar@uww.edu) or 262-472-1570.

## SECTION I: STUDENT INFORMATION

Student Name (Last/ Family/ Surname, First/ Given, Middle)\*

UW-Whitewater ID Number\*

Date of Birth\*

Daytime Phone Number\*

UWW E-mail Address\*

Do you receive Financial Aid benefits?  Yes  No

Do you receive Veterans benefits?  Yes  No

Enrollment Status\*:  Undergraduate  Graduate

## SECTION II: APPEAL REQUEST

*\*Students should withdraw from courses or complete late drop forms prior to submitting this appeal.*

Which term and year are you requesting to appeal? (Circle One)\*

Fall

Winterim

Spring

Summer

Year of Appeal\* 20\_\_

\_\_\_ **All Courses** taken in the term/semester indicated above.

\_\_\_ **Specific Course(s)** taken in the term/semester indicated above.

List all relevant courses:

Example: Math 101, English 101, Core 130

**Select your reason for appeal and provide supporting documentation with your submission:**

*Note: Your appeal with **NOT** be considered for approval without supporting documentation.*

\_\_\_ **Financial Related**

- Receipts of unexpected financial obligations or proof of change in income status, by you or the payer of your tuition bill.

\_\_\_ **Institutional Error**

- Request a letter from the individual who made the error and attach any correspondence from the university employee.

\_\_\_ **Transfer to Another University**

- Official enrollment verification from another university containing dates and term attended or copy of transcript.

\_\_\_ **Non-Family Member Death, Medical, Injury or Illness Related**

- Physician's statement or hospitalization records that clearly list the date of occurrence. In the case of a deceased non-family member, attach a copy of the obituary.

\_\_\_ **Other (Non-Medical)**

Per [UW System Administrative Policy 807](#), any circumstances related to injury, illness, mental health for the student or their immediate family, should contact the [Dean of Students Office](#) for a medical withdrawal.

Their contact information is [deanofstudents@uww.edu](mailto:deanofstudents@uww.edu) or **262-472-1533**.

### **SECTION III: EXPLANATION OF EXTENUATING CIRCUMSTANCE**

1. Please briefly describe the unforeseen and extenuating circumstance(s) that occurred during the semester.

2. When did the extenuating circumstance(s) begin? How long did the extenuating circumstance(s) last?

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

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

## SECTION IV: INSTRUCTOR EMAILS

Appeal form submissions must be accompanied by instructor emails documenting your last date of attendance/participation for **each** course you are appealing. Please email each instructor and attach their response to your appeal form submission. Click [HERE](#) to view a sample email template.

\_\_\_\_ I understand it is my responsibility to obtain emails from each instructor documenting my last date of course attendance/participation. I will attach the emails to my appeal submission. (please initial in the space)

## SECTION V: STUDENT SIGNATURE

By signing this form, I certify that all information and documentation is authentic, accurate, truthful, and complete.

**Student Signature & Date\***

Please submit this form and all required documentation to:  
Registrar's Office, 2032 Roseman Building | Email: registrar@uww.edu | Fax: 262-472-1370