

Extenuating Circumstance 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 [published registration deadlines](#). UW-Whitewater understands that hardships and barriers can sometimes get in the way of education. The Extenuating Circumstance Appeal Form permits students to request an exception to a deadline, and be considered for a tuition adjustment, when a qualifying extenuating circumstance beyond their control has occurred.

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

Questions regarding the appeal process should be directed to the Registrar's Office at registrar@uw.edu or 262-472-1570.

SECTION I: STUDENT INFORMATION

STUDENT NAME*		
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)

UW-WHITewater STUDENT ID NUMBER*						

DATE OF BIRTH*					
MONTH (MM)		DAY (DD)		YEAR (YYYY)	

DAYTIME PHONE NUMBER*							

EMAIL ADDRESS*	
	@

Do you receive Financial Aid benefits? Yes No
Do you receive Veterans benefits? Yes No

ENROLLMENT STATUS*	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate

SECTION II: APPEAL REQUEST

Which term and year are you requesting to appeal?

TERM OF APPEAL (CHECK ONE)*			
<input type="checkbox"/> Fall	<input type="checkbox"/> Winterim	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

YEAR OF APPEAL*
20 __ __

I am appealing to withdraw from **all courses** for the term/semester indicated above.

I am appealing to drop **individual course(s)** for the term/semester indicated above.

List all courses you wish to appeal:

Example: Math 101, English 101, Core 130

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

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

Family Related

- In the case of a deceased relative, attach a copy of the obituary or death certificate. Documents should clearly indicate the relationship of the deceased to the student.
- Students taking care of an ill or disabled family member must provide documentation of illness and need for continuing care.

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.

Injury or Illness

- Physician's statement or hospitalization records that clearly list the date of occurrence.
- For the current term, a Medical Withdrawal should be submitted. Please contact the Dean of Students Office for information regarding this process.

Other: _____

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 box)

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