

Registration Change - Late Drop

- This form, if approved, grants a "W" grade and will <u>not</u> 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(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)	
UW-WHITEWATER ID NUMBER*	DATE O	OF BIRTH* (MM) DAY (DD) YEAR (YY	YYY)
DAYTIME PHONE NUMBER*	UW-WHITEWATER E-I	MAIL ADDRESS*	
		@uw	w.edu
TERM (CHECK ONE)*	YEAR	* ENROLLMENT STATUS (CHECK ON	NE)*
□Fall □ Winterim □ Spring	Summer 20_	Undergraduate Gra	aduate
	DLLEGE OF STUDENT'S MAJO	D* (CUECK ONE)	
☐ College of ☐ College of B		ducation College of Letters &	College of ed Studies
CLASS NO.* SUBJECT* COURSE NO (4 DIGIT) (E.G. ECON) (3 DIGIT)	SECTION* UNITS*	COURSE TITLE*	
I am a member of a UW-Whitewater athletic I am an international student I receive Federal GI Bill benefits STUDENT SIGNATURE: I request that my I understand that I am responsible for pay requesting is not older than one year. STUDENT*	Approval by Approval by Approval by Approval by Approval by Welliams and fee coment of any tuition and fee coments are approval by the approval	ntercollegiate Athletics Date nternational Office Date Veteran's Benefits Coordinator Date cord be updated to include the class adjustmentarges associated with this request. The tern Date*	n I am
COLIRSE INSTRUCTOR SIGNATURE: You	r signature on this form indic	ates that you are aware of the course reques	t and that
you have had the opportunity to comment STUDENT'S LAST DATE OF ATTENDANCE MONTH DAY PEAR	on the request.	led Approval Recommended Disappro	oval
COURSE INSTRUCTOR*		Date*	
COURSE CHAIR & COLLEGE DEAN SIGNA	ATURES: Your signature on t	his form indicates that you are aware of the o	ourse
request and that you have had the opportu	Recommend		
COURSE CHAIR		Date*	
OF DEPT. OFFERING THE COURSE*	☐ Approved	☐ Not Approved	
COLLEGE DEAN OF STUDENT'S MA LODS		Dato*	



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.

late drop will not be approved.
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? Output Description: Descr
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

- 1. Complete all applicable parts of form.
- 2. The following individuals need to add signatures in the following sequence:
 - a. Athletes, international students, or G.I. Bill recipients to appropriate office(s), if applicable
 - b. Instructor of course for recommendation
 - c. Chairperson of the department offering the course for recommendation
 - d. 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