

Registration Change - Late Drop

- This form, if approved, grants a "W" grade but will not provide a tuition adjustment.
- 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 N	NAME(S)	MIDDLE NAME(S)
UW-WHITEWATER ID NUMBER*	DATE OF BIRTH*	DAY (DD) YEAR (YYYY)
DAYTIME DUONE NUMBER*		
DAYTIME PHONE NUMBER*	-WHITEWATER E-MAIL ADDRES	@uww.edu
TERM (CHECK ONE)*	YEAR*	ENROLLMENT STATUS (CHECK ONE)*
□Fall □ Winterim □ Spring □ Summ	er 20	☐ Undergraduate ☐ Graduate
COLLEGE OF STUDENT'S MAJOR* (CHECK ONE)		
College of Arts & Communication College of Business Economics	College of Education & Professional Studies	College of Letters & College of Sciences Integrated Studies
CLASS NO.* SUBJECT* COURSE NO.* SECTION (3 DIGIT)	N* UNITS*	COURSE TITLE*
I am an international student I receive Federal GI Bill benefits STUDENT SIGNATURE: I request that my UW-Whitewa I understand that I am responsible for payment of any requesting is not older than one year. I have complete STUDENT*	tuition and fee charges assoc	its Coordinator Date ted to include the class adjustment above. ciated with this request. The term I am
COURSE INSTRUCTOR SIGNATURE: Your signature of you have had the opportunity to comment on the requ	Recommended Approval	are aware of the course request and that Recommended Disapproval
COURSE INSTRUCTOR		Date
COURSE CHAIR & COLLEGE DEAN SIGNATURES: You request and that you have had the opportunity to com	ment on the request. Recommended Approval	cates that you are aware of the course Recommended Disapproval
COURSE CHAIR		Date
OF DEPT. OFFERING THE COURSE	☐ Approved Reasoning:	☐ Not Approved
COLLEGE DEAN OF STUDENT'S MA IOR*		Date*

(Graduate Students use Graduate School Dean. College of Integrated Studies use Assoc. Dean of Campus)



STUDENT STATEMENT*

Explain the difficulties encountered during the semester. 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.

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, submit 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
- 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.