

Repeat Course – Third (or More) Attempt Appeal

Approved requests will not be processed until after priority registration is available for the term requested.
Please do not sign off until you have confirmed holds and time conflicts.

SECTION 1 – STUDENT INFORMATION:

Please print clearly. All Fields Required information

Enrollment Appointment Date & Time*

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

UW-Whitewater ID Number*

Date of Birth*

Daytime Phone Number*

UWW E-mail Address*

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

Term (Circle One)*

Fall

Winterim

Spring

Summer

Year * 20__

Enrollment Status (Circle One)*

Undergraduate

Graduate

Course Information

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

Alternative Course Information (If First Choice is Not Available)

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

The College Coordinator of Advising of student's major and Dean's Office will review your request. The Registrar's Office will process your approved registration request if there are available seats and you have no holds on your account after priority registration begins. **Your signature below means you understand that your registration is subject to approval, you have no registration holds, and the course does not have a time conflict with other classes in which you are enrolled.** You are responsible for confirming your registration on WINS and following all UW-Whitewater academic and financial policies and procedures associated with this class.

Student Signature & Date*

SECTION 2 – COLLEGE COORDINATOR OF ADVISING OF STUDENTS MAJOR: I have met with the student and discussed this appeal and any impacts this might have to veteran benefits and athletes.

Coordinator Signature & Date*

Receiving Veteran Benefits (Circle One)* YES NO Recommended Not Recommended

Is Student an Athlete (Circle One)* YES NO

Coordinator Comments:

After Section 2 has been completed the advising coordinator should submit the form and written statement to the Dean's Office of the college that offers the course. The form must be received in the Dean's Office prior to the beginning of the term in which the course is offered.

SECTION 3 – DEAN'S OFFICE OF COLLEGE THAT OFFERS THE COURSE: your appeal for a third (or more) attempt of the course with the override stipulations noted below is: Approved Not Approved

Check All That Apply (Used by Registrar's Office During Registration Process):

<input type="checkbox"/> Override Class Capacity Date Override Expires: _____	<input type="checkbox"/> Override Class Requisite or Consent Date Override Expires: _____	<input type="checkbox"/> No Override Approved or Necessary
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Dean or Designee Signature & Date*

Repeat Course – Third (or More) Attempt Appeal

Step 1 & 2 – Completed by Student

Complete section 1- Student Information of the appeal form. **Prepare a separate written statement** that fully explains the extenuating circumstances that require you to retake the course and why the course is important to your academic program. **The written statement must be attached to the appeal form.**

Make an appointment and meet with the **College Coordinator of Advising in the College of your major** to review and discuss the appeal. The meeting must take place prior to the beginning of the term in which the course is offered. The Coordinator of Advising must sign and date the appeal form. The Advising Coordinator will submit the signed and dated form to the Dean’s Office of the College that offers the course. The form must be received by the Dean’s Office prior to the beginning of the term in which the course is offered.

College Coordinator of Advising Contact Information:

College	Location	Phone Number	Email
Arts & Communication – Associate Dean’s Office	Center of the Arts Room 2029	262-472-1934	uwwartscomm@uww.edu
Business & Economics – CoBE Advising Office	Hyland Room 1200	262-472-4900	Your assigned academic advisor OR undergradbus@uww.edu
Education & Prof Studies – Advising Coordinator	Winther Hall Info Desk (Main Lobby)	262-472-1101	education@uww.edu
Letters & Sciences –Advising Office	Laurentide Room 4111	262-472-1550	lsadvise@uww.edu
Integrated Studies –Rock County Solution Center	Hyatt Smith Hall	608-758-6541	uwwrockinfo@uww.edu

Step 3 – Completed by Dean’s Office

The Dean’s Office of the College of the course will review the appeal form and your written statement and determine whether to approve or deny the appeal. If approved, the office may elect to authorize class capacity and/or requisite overrides with associated expiration dates. The Dean’s Office will deliver or send approved appeal forms to the Registrar’s Office so that they are received no later than the published deadline for adding the class.

Step 4 – Completed by Registrar’s Office

The Registrar’s Office will enroll the student in the class only if they are currently eligible to enroll in the term requested, and if no registration holds or time conflicts exist. In cases where holds and time conflicts exist, the student must clear the hold(s) or obtain the necessary time conflict authorization signatures (the instructors of the conflicting classes must sign the appropriate form) prior to the published deadline to add the class.

***Please do not submit this form to the Registrar’s Office until ALL signatures are obtained.**