

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: | | ENROLLMENT APPOINT | MENT DATE & TIME: | | |
|--|---------------------------------|----------------------|-----------------------|--|--|
| Please print clearly. All Fields Required. | | | | | |
| STUDENT NAME LAST/FAMILY/SURNAME(S) | FIRST / GIVEN NAME(S) | MIDDLE NAME(S) | | | |
| EAST/TAINIET/GORNAINE(G) | TINGT / GIVEN NAME(G) | WIDDLE NAME(3) | | | |
| | | | | | |
| | DATE OF D | IDTII | | | |
| UW-WHITEWATER ID NUMBER | DATE OF B | IKIN | | | |
| | | | | | |
| | MONTH (AMA) | DAY (DD) | V54B 00000 | | |
| | MONTH (MM) | DAY (DD) | YEAR (YYYY) | | |
| DAYTIME PHONE NUMBER UW-WHITEWATER E-MAIL ADDRESS | | | | | |
| | | | @uww.edu | | |
| | | | @uww.edu | | |
| AND THE STATE OF STUDENTS MAJOR (SUES) | | | | | |
| College of D College of B | DLLEGE OF STUDENT'S MAJOR (CH | | ° □ Collogo of | | |
| College of College of B | | | | | |
| Arts & Communication & Eco | onomics & Professional Stu | dies Science | es Integrated Studies | | |
| | | | | | |
| TERM (CHECK ONE) | YEAR | ENROLLMENT ST | ATUS (CHECK ONE) | | |
| □Fall □ Winterim □ Spring | ☐ Summer 20 | ☐ Undergradua | te Graduate | | |
| Lan Land Spring | ☐ Summer 20 | _ Li Ondergradua | Graduate | | |
| | | | | | |
| COURSE INFORMATION | | | | | |
| CLASS NO. (4 DIGIT) SUBJECT (E.G. ECON | N) COURSE NO. (3 DIGIT |) SECTION | UNITS | | |
| | | | | | |
| | I | I | I | | |
| ALTERNATIVE COURSE INFORMATION (IF FI | RST CHOICE IS NOT AVAILABLE) | | | | |
| CLASS NO. (4 DIGIT) SUBJECT (E.G. ECON | N) 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. | • | | | | |
| 04 - 45 - 44 - 04 - 44 - 44 | | | D-1-* | | |
| Student Signature | | | _Date <u>*</u> | | |
| SECTION 2 – COLLEGE COORDINATOR OF ADVISING OF STUDENTS MAJOR: I have met with the student and | | | | | |
| | | | n the student and | | |
| discussed this appeal and any impacts | this might have to veteran ben- | ents and atmetes. | | | |
| COORDINATOR NAME (PRINTED) | COORDINATOR SIGNATUR | E (SIGNED) | DATE | | |
| | | | | | |
| | | | | | |
| | | | • | | |
| Receiving Veteran Benefits: Yes No | Is Student an Athlete: Y | es No Recomi | nend Not Recommend | | |
| Coardinator Comments | | | | | |
| Coordinator Comments: | | | | | |
| After Section 2 has been completed the ad | | | | | |
| 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): | | | | | |
| | | | | | |
| Override Class Capacity | Override Class Requisite | | Override Approved or | | |
| Date Override Expires: | Date Override Expires: | Nec | essary | | |
| | | <u>l</u> | - | | |
| DEAN OR DESIGNEE NAME (PRINTED) | DEAN OR DESIGNEE SIGN | ATURE (SIGNED) | DATE | | |
| | | | | | |
| 1 | 1 | | | | |

The Successful Appeal Process Includes Fours Steps That Must Be Completed:

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.