

## 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 ~ Please print clearly. All Fields Required.**

<b>ENROLLMENT APPOINTMENT DATE &amp; TIME:</b>

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

UW-WHITEWATER ID NUMBER	DATE OF BIRTH		
	MONTH (MM)	DAY (DD)	YEAR (YYYY)

DAYTIME PHONE NUMBER	UW-WHITEWATER E-MAIL ADDRESS									
	@uww.edu									

COLLEGE* (CHECK ONE)				
<input type="checkbox"/> College of Arts & Communication	<input type="checkbox"/> College of Business & Economics	<input type="checkbox"/> College of Education & Professional Studies	<input type="checkbox"/> College of Letters & Sciences	<input type="checkbox"/> College of Integrated Studies

TERM (CHECK ONE)	YEAR	ENROLLMENT STATUS (CHECK ONE)	
<input type="checkbox"/> Fall <input type="checkbox"/> Winterim <input type="checkbox"/> Spring <input type="checkbox"/> Summer	20__ __	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate

COURSE INFORMATION				
CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

ALTERNATIVE COURSE INFORMATION				
CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

*The Advising Coordinator 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 is completed. 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: I have met with the student and discussed this appeal and any impacts this might have to veteran benefits and athletes.**

COORDINATOR OF ADVISING SIGNATURE	COORDINATOR NAME (PRINTED)	DATE
<b>Receiving veteran benefits?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Is student an athlete?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend		

**Coordinator Comments:** \_\_\_\_\_

*After Section 2 has been completed and the advising coordinator has signed the form, you should deliver 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 (circle one).**

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

DEAN OR DESIGNEE SIGNATURE	DEAN OR DESIGNEE NAME (PRINTED)	DATE

## THE SUCCESSFUL APPEAL PROCESS INCLUDES FOURS STEPS THAT MUST BE COMPLETED:

### STUDENTS –1 AND 2

1. Complete section 1 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.**
2. 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. Then deliver 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 locations:
    - Arts & Communication – Associate Dean, Center of the Arts room 2029 (262-472-1934)
    - Business & Economics – CoBE Advising Office, Hyland Room 1200 (262-472-4900)
    - Education & Prof Studies – Advising Coordinator, Winther Hall Info Desk (main lobby) (262-472-1101)
    - Letters & Sciences – Advising Office, Laurentide Room 4111 (262-472-1550)

### DEAN'S OFFICE – 3

3. 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.
  - College Dean's Office locations:
    - Arts & Communication – Associate Dean, Center of the Arts room 2029 (262-472-1934)
    - Business & Economics – CoBE Advising Office, Hyland room 1200 (262-472-4900)
    - Education & Prof Studies – Advising Coordinator, Winther Hall Info Desk (main lobby) (262-472-1101)
    - Letters & Sciences – Dean's Office, Laurentide room 4114 (262-472-1550)

### REGISTRAR'S OFFICE - 4

4. The **Registrar's Office** will register you for the class only if you are currently eligible to enroll in the term requested, and you have no registration holds or time conflicts with your other classes. In cases where holds and time conflicts exist, you 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.