

## **Registration Change - Late Drop**

- This form, if approved, grants a "W" grade and will not 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: <a href="https://www.uww.edu/registrar/appeals">https://www.uww.edu/registrar/appeals</a>

Please print clearly. *Required information  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-WHITE	WATER E-MAIL ADI	DRESS*	
			@uww.e	du
TERM (CHECK ONE)*		YEAR*	ENROLLMENT STATUS (CHECK ONE)*	
□Fall □ Winterim □ Spring	Summer	20	☐ Undergraduate ☐ Gradua	ate
CO	ULLEGE OF STUDEN	<u>IT'S MAJOR* (CHEC</u> college of Education		lege of
		rofessional Studies		•
CLASS NO.*   SUBJECT*   COURSE NO.	*			
(4 DIGIT) (E.G. ECON) (3 DIGIT)	SECTION* UN	NITS*	COURSE TITLE*	
Student - Check all that apply and get ap		e(s)*:		
I am a member of a UW-Whitewater athletic	<del>-</del>	annered by Internelle	diete Athletica	
I am an international student	P	approval by Intercolleg	piate Athletics Date	
ram an international obtains	Ā	Approval by Internation	nal Office Date	
I receive Federal GI Bill benefits	_			
	A	Approval by Veteran's	Benefits Coordinator Date	
STUDENT SIGNATURE: I request that my l I understand that I am responsible for payi	JW-Whitewater aca	ndemic record be u	updated to include the class adjustment	above.
requesting is not older than one year.	ment of any tuition	and lee charges a	issociated with this request. The term I a	IIII
STUDENT*			Date*	
COURSE INSTRUCTOR SIGNATURE: Your	signature on this	form indicates tha	t you are aware of the course request an	d that
you have had the opportunity to comment	on the request.		_	
			oval Recommended Disapproval	
	Reaso	ning:		
COURSE INSTRUCTOR*			Date*	
COURSE CHAIR & COLLEGE DEAN SIGNATE request and that you have had the opportu			indicates that you are aware of the cour	rse
		ecommended Appro	oval Recommended Disapproval	
	Reaso	ning:		
COURSE CHAIR OF DEPT. OFFERING THE COURSE*			Date*	
2. 22 3.1. Elilis III. 33013E	Пд	oproved	☐ Not Approved	
	•	•	— Not Appleved	
COLLEGE DEAN OF STUDENT'S MA LOD*		<u> </u>	Data*	



STUDENT STATEMENT \*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, had test scores, too many absences, change of

JFA, having trouble understanding the material, bad test scores, too many absences, change of ma	JOI.
1. Please briefly describe the unforeseen circumstance(s) that occurred during the semester. When did th circumstance(s) begin? How long did the circumstance(s) last?	е
2. How did the circumstance(s) affect your ability to be successful in class? If applicable, please explain vere able to be successful in some courses during the semester, but not all courses?	/hy you
3. Why were you unable to drop prior to the standard W-drop deadline?	
LATE DROP PROCESSING GUIDELINES	
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 the current term. For post-term, submit the form to the Registrar's Office for processing.
- 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
- 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 Late Class Adjustment Form.