

Appeal to Late Drop

University of Wisconsin Oshkosh
Registrar's Office - Dempsey 130

Please read instructions on the back.
Use ballpoint pen. All copies must be legible.

Office Use Only:

Date Received

Part I Student completes this section

Name			Student ID#		Campus Email Address		
Address					<input type="checkbox"/>	<input type="checkbox"/>	
<small>Street</small>		<small>City</small>		<small>State</small>		<small>Zip</small>	
Undergraduate		Graduate					
Subject	Catalog #	Section #	Title of Course			Units	
Class #	Term		Year	Session	<input type="checkbox"/> 3 wk	<input type="checkbox"/> 7 wk1	<input type="checkbox"/> 4 wk1
	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer		<input type="checkbox"/> 14wk	<input type="checkbox"/> 7 wk2	<input type="checkbox"/> 4 wk2
					<input type="checkbox"/> 17 wk	<input type="checkbox"/> 10 wk	<input type="checkbox"/> 8 wk
Summarize the relevant extenuating circumstances that you feel might warrant an exception to the drop policy (attach a more complete narrative if necessary).							
Relevant documentation is generally required and should be attached to this form.							
Student Signature _____				Date _____			

Part II Instructor completes this section

Instructors provide information important in the evaluation of the appeal. The instructor's signature does not mean the appeal is accepted or approved.

Attendance to date: never regularly other

Please explain: _____

Other information you think may be relevant in evaluating this appeal:

Instructor's Name _____ Instructor's Signature _____ Date _____

Please Print

Part III Official Decision

Circle One: **Approved** **Denied** Effective Date _____

Signature _____ Date _____

Comments:

Policy Concerning LATE DROP

Students are allowed to drop courses during a specified period of time at the beginning of each academic term.

A student wanting to drop a course after deadlines must appeal to the appropriate college or the Office of Graduate Studies by completing an APPEAL TO LATE DROP FORM describing relevant extenuating circumstances.

The drop policy also pertains to changes from credit to audit, or audit to credit.

Caution: Dropping courses may not reduce your cost. Students should consult the Fee Refund Schedule for refunds and charges. Specific questions regarding fees should be directed to Student Accounts, Dempsey 236, 424-1332.

If you are dropping ALL courses DO NOT use this form, complete a WITHDRAWAL FORM.

LATE DROP Appeals

Decisions on appeals for undergraduate-level courses are made by the college in which the course is offered. All courses with catalog numbers 5XX, 6XX and 7XX are graduate-level and appeals are evaluated by the Office of Graduate Studies, Dempsey Hall 337.

The colleges and the Office of Graduate Studies have different time frames in which the appeals are processed and may have different criteria for certain courses. Please check with your academic advisor or the Office of Graduate Studies regarding the criteria.

GENERALLY, appeals to LATE DROP follow these criteria:

An appeal to the course drop policy is granted for students facing extenuating circumstances that prevent the completion of a scheduled course or that has caused significant disruption in completing the course.

EXTENUATING CIRCUMSTANCES FOR WHICH APPEALS MAY BE GRANTED INCLUDE:

- A medical emergency,
- A family emergency,
- A mental health emergency or problem,
- A severe personal problem or situation that has resulted in counseling or other professional help before the appeal,
- Other situations that cause significant disruption to a student's semester.

CIRCUMSTANCES FOR WHICH AN APPEAL TO POLICY MAY NOT BE GRANTED:

Reasons based on academic performance:

- The student is not doing well in the course.
- The student is concerned that the course grade will lower the G.P.A.
- The student cannot keep up with the workload in the course.
- The student does not understand the course material.
- The student does not like the instructor.
- The student did not have the prerequisites for the course.

The course is not a required course.

The student changed majors/minors or is transferring out and the course is no longer needed.