

## *Late Drop from Class or Late Withdrawal from the University*

### **GUIDELINES FOR STUDENTS WHO REQUEST A LATE DROP OR WITHDRAWAL FROM CLASS(ES)**

If this request is made after the last day to drop classes without a Late Add/Drop Request Form (see timetable for dates) and your request is for medical or emergency reasons:

- Go to the Registration Office and complete a Late Add/Drop Request Form.
- Get the signature of the appropriate professor(s).
- Follow the procedures outlined under for classes in the College of Letters and Science ([Student Academic Affairs](#)). Completed forms for other colleges should be returned to the appropriate Coordinator of Advising for the Colleges of Business, Education and Human Services, or Nursing respectively.

If you are making a request for exceptional personal reasons to withdraw from or drop classes after the last day to drop classes without a Late Add/Drop Request Form (see timetable for dates), please do the following:

- Go to the Registration Office and complete a Late Add/Drop Request Form.
- Get the signature of the appropriate professor(s).
- Submit the Late Add/Drop Request Form with professor's signatures to the Dean of Students Office.
- Submit to the Dean of Students Office a written statement explaining your request. If you are requesting a drop of some, but not all, of your classes, your written statement should include your reasons why only certain classes should be dropped.
- Submit to the Dean of Students Office relevant documentation of the medical situation or emergency (i.e., a letter from your physician explaining your medical condition and why this prohibits you from completing your classes.).

● After you have submitted your written request and documentation to the Dean of Students Office, make an appointment to meet with Dean of Students Office personnel to review your request.

The Dean of Students Office personnel will determine whether your request is granted or denied.

If your classes are dropped within the period of time in which a student would normally receive a tuition refund (see timetable), you will receive a refund. If the period of time for a tuition refund has lapsed, a student will not typically receive a refund except under extraordinary circumstances.

[UW Oshkosh](#)

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