

**UNIVERSITY OF WISCONSIN-MILWAUKEE
Helen Bader School of Social Welfare**

**UNDERGRADUATE APPEAL PROCEDURES FOR LATE
DROP/WITHDRAWAL**

ELIGIBILITY

Students are expected to complete all courses for which they are registered at the end of the eighth* week of classes. Drops and withdrawals are not permitted after the eighth week of classes. Exceptions to the drop policy must be approved by the instructor of the course and the Assistant Dean. Exceptions to the withdrawal policy (dropping all courses) must be approved by the Assistant Dean. Any withdrawal after the fourth week will be recorded on your record as an official withdrawal (W) from the course.

Conditions or factors about which a student has been aware prior to the end of the eighth week of classes (work responsibilities, outside commitments, or health problems which existed earlier in the term) are not sufficient to merit approval of a late drop or withdrawal. It is the judgment of the School that students must make a decision on such concerns by the end of the eighth week. Poor performance, dissatisfaction with the subject matter, or inadequate evaluation prior to the ninth week are inappropriate reasons to request a late drop or withdrawal.

A STUDENT MUST PRESENT SERIOUS UNANTICIPATED OR EXTRAORDINARY CIRCUMSTANCES THAT HAVE NOT BEEN PRESENT THROUGHOUT THE TERM, OR THAT HAVE CHANGED MARKEDLY AFTER THE EIGHTH WEEK, FOR A LATE DROP OR WITHDRAWAL TO BE CONSIDERED. Such circumstances include documented serious illness, hospitalization, accidents, or serious personal situations that could not be anticipated.

It is a student's responsibility to gather any supporting documentation. All information of a sensitive or personal nature will be treated with the strictest confidentiality.

STUDENTS ARE CAUTIONED TO REMAIN IN COURSES UNTIL A FINAL DECISION HAS BEEN REACHED.

*Deadlines for sessions which are shorter than a full semester (e.g. mini-terms, summer sessions) are prorated. Consult the *Timetable* for dates.

LATE DROP PROCEDURE

Students seeking an exception to a drop deadline first must discuss their request with the course instructor. A decision by an instructor not to approve a late drop is final and not subject to appeal. Students who are able to secure an instructor's signature on a drop form and who feel they have grounds for appeal in accordance with this policy statement should complete the attached. The completed appeal form, the signed drop form, any supporting statements from the course instructor, and other documentation are returned to the School Receptionist on the 11th floor of Enderis Hall. Each request is considered by the Assistant Dean, and students are notified by mail of the decision. If a request is denied and further clarification is needed, the student can make an appointment to meet with the Assistant Dean.

Decisions by the Assistant Dean may be appealed to the Student's Department Chairperson, but are rarely overturned. The presumption is that the judgment of the Assistant Dean stands in the absence of very compelling circumstances to override it. Reiterating the information in the original request is not sufficient basis for an appeal to the Chairperson.

You are reminded to remain enrolled and to continue attending courses until a final decision is made.

LATE WITHDRAWAL PROCEDURE

Students seeking an exception to the withdrawal deadline should complete the attached appeal form and a withdrawal form, available from the receptionist on the 11th floor of Enderis Hall. The completed appeal and withdrawal forms and any supporting documentation should be returned to the School Receptionist. The Assistant Dean considers each request, and students are notified by mail of the decision. If the request is denied and further clarification is needed, the student can make an appointment to meet with the Assistant Dean.

Decision by the Assistant Dean may be appealed to the Student's Department Chairperson, but are rarely overturned. The presumption is that the judgment of the Assistant Dean stands in the absence of very compelling circumstances to override it. Reiterating the information on the original request is not sufficient basis for an appeal to the Chairperson.