

IF YOU WANT TO:	YOU NEED TO:
Add a course after the published deadline.	<ol style="list-style-type: none"> 1. Complete a Registration Change Form and obtain the instructor's signature on the form. 2. Obtain your advisor's approval and signature on the same form. <p><i>If granted, your advisor will submit the appropriate paperwork to the Registrar's Office for processing of the late add. The Registrar's Office will process the added course after any financial obligation incurred is paid in full.</i></p>
Drop a course after the published deadline.	<p>When you have a medical or health related reason for doing so:</p> <ol style="list-style-type: none"> 1. Complete a Registration Change Form and obtain the instructor's signature on the form. 2. Provide the completed form to your advisor along with medical documentation that clearly states why the condition necessitates a drop. (Your advisor may choose to defer consideration of your request to the Appeals Committee.) <p><i>If granted, your advisor will submit the appropriate paperwork to the Registrar's Office for processing of the drop.</i></p>
	<p>When you do NOT have a medical or health related reason for doing so:</p> <ol style="list-style-type: none"> 1. Complete a Registration Change Form and obtain the instructor's signature on the form. 2. Schedule an appeal hearing by calling (414) 229-2758. 3. Bring the completed Registration Change Form and Student Appeal Form to the hearing along with a typed statement addressing the reason for the needed drop. 4. Obtain approval of the Appeals Committee. <p><i>If granted, your advisor will submit the appropriate paperwork to the Registrar's Office for processing of the drop.</i></p>
Withdraw from all courses in a given semester after the published deadline.	<p>When you have a medical or health related reason for doing so:</p> <ol style="list-style-type: none"> 1. Schedule an appeal hearing by calling (414) 229-2758. 2. Complete the Student Appeal Form and Withdrawal Form and bring them to the hearing along with 1) a typed statement addressing the reason for the withdrawal request, and 2) medical documentation that clearly states why the condition necessitates a withdrawal. 3. Obtain approval of the Appeals Committee. <p><i>If granted, your advisor will submit the appropriate paperwork to the Registrar's Office for processing of the withdrawal.</i></p>
	<p>When you do NOT have a medical or health related reason for doing so:</p> <ol style="list-style-type: none"> 1. Schedule an appeal hearing by calling (414) 229-2758. 2. Complete the Student Appeal Form and Withdrawal Form and bring them to the hearing along with a typed statement addressing the reason for the withdrawal request. 3. Obtain approval of the Appeals Committee. <p><i>If granted, your advisor will submit the appropriate paperwork to the Registrar's Office for processing of the withdrawal.</i></p>
Request reinstatement after an Academic Drop.	<p><i>If you have not attended UWM for one or more semester(s), you must first file a re-entry application with the UWM Office of Undergraduate Admissions to begin the reinstatement process. Please be aware of the university application deadlines to ensure the timely resolution of your appeal.</i></p> <ol style="list-style-type: none"> 1. Schedule an appeal hearing by calling (414) 229-2758. 2. Complete the Student Appeal Form and bring it to the hearing along with a typed statement addressing the reason for academic difficulty and plans for future success. 3. Obtain approval of the Appeals Committee. 4. When required by the committee, complete and sign a contract with your academic advisor in which the terms of your reinstatement are stipulated. <p><i>If granted, your advisor will enter the necessary permission on your UWM record for processing of the reinstatement.</i></p>
Seek exception to the University Repeat Policy.	<p><i>Follow the procedure below except if seeking permission for a third attempt of ENGLISH 100, 101, or 102. Repeats of English composition are handled by the Writing Program Director, (414) 229-5911, 414 Curtin Hall.</i></p> <ol style="list-style-type: none"> 1. If seeking to repeat a course offered by the School of Business or College of Letters & Science, first obtain approval from that academic department that offers the course and provide it to your CHS advisor. If not, skip this step. (Consult with your advisor if clarification is needed.) 2. Schedule an appeal hearing by calling (414) 229-2758. 3. Complete the Student Appeal Form and bring it to the hearing along with a typed statement addressing the reason for academic difficulty in your first two attempts of the course and the steps you will take for a successful outcome if allowed to repeat. 4. Partner with your advisor to complete a Registration Change Form to enroll in the course. 5. Obtain approval of the Appeals Committee, which will typically specify the semester in which the course may be repeated.

NOTE: A student who arrives for the scheduled appeal hearing without having followed the appropriate steps and completed the necessary paperwork will be asked to reschedule. Additionally, the Appeals Committee may request that you provide other types of documentation necessary to act on your appeal. Examples: death notices, proof of employment, etc.

PLEASE PRINT LEGIBLY!

Name	
Current Address	
Phone	
Student ID #	
UWM email (or alternative)	
Hearing date and time	
Advisor	<input type="checkbox"/> B. Mueller <input type="checkbox"/> A. Northrup <input type="checkbox"/> T. Rufer <input type="checkbox"/> A. Kowalski

I am seeking permission to:

_____ Drop course _____ after the drop deadline for semester/year of _____.

_____ Withdraw from all courses after the published deadline for semester/year of _____.

_____ Return to UWM in semester/year _____ after an Academic Drop.

_____ Repeat course _____ in the semester/year of _____.

Student Signature: _____

To this Student Appeal Form, please attach the required form(s) and/or documentation as noted on the Appeals Instructions. In addition, attach your typed statement that informs the Appeals Committee about the reasons for your appeal and the plans or strategies you intend to use moving forward. If applicable in your case, consider the following questions as you draft your letter of appeal.

- To what extent were you diligent about attending class?
- If improving academic performance is your goal, what kind of help do you think you need or will you pursue to reach your goal?
- How will you manage the various demands on your time should you continue at UWM?
- To what extent is the College of Health Sciences major you have chosen truly the right fit for you?

Appeal Hearing Procedure

On the day of your appeal, please arrive at least five minutes early. If you arrive after your scheduled time, you may not be able to meet with the committee on that day.

You will meet for approximately 20 minutes with the appeals committee whose members are the College of Health Sciences Director of Student Affairs (Chairperson) and the undergraduate academic advisors. Discussion begins with you explaining the nature of your appeal and presenting any pertinent documentation or relevant information. You will be required to respond to the committee's questions, and you will have the opportunity to ask questions of the committee. When all parties are satisfied with the information presented and have no additional questions, the Chairperson ends discussion and informs you that subsequent to the committee's deliberation, you may anticipate receiving a final decision via email within 48 hours.

To cancel or reschedule your appeal, call 414-229-2758.
The decision of the appeals committee is final; it is not possible for you to appeal the decision.

Administrative Use Only	Decision:	Circle Voting Members:				
	<input type="checkbox"/> Granted <input type="checkbox"/> Denied	K. Brondino	A. Kowalski	B. Mueller	A. Northrup	T. Rufer