APPEAL FOR LATE CHANGE OF PROGRAM

College of Letters & Science

PLEASE READ THE LATE CHANGE OF PROGRAM PROCEDURES BEFORE SUBMITTING THIS APPEAL.

Complete this form (please PRINT legibly) to the dotted line. Return the completed form and any documentation to Holton Hall, Room 142. STUDENTS ARE CAUTIONED TO REMAIN IN CURRENT PROGRAM UNTIL A FINAL DECISION IS REACHED.

Name: _______________________________ Student #: __ __ __ __ __ __ __ __ __ __ __

Local Address: _______________________________ Email: ____________________

City, State, Zip: _______________________________ Phone #: ____________________

Action Requested for: ☐ Fall ☐ Winterim ☐ Spring ☐ Summer Academic Year: ____________________

☐ Withdrawal. I wish to withdraw from all courses.

Note: Request for and approval of a withdrawal does not guarantee a tuition credit. Contact the Office of Student Life/Dean of Students Office at (414) 229-4632 for information about the criteria for a tuition credit.

☐ Add ☐ Drop List course(s) below.

Department: _______________________________ Course #: __________________ Sec. # ________________

Department: _______________________________ Course #: __________________ Sec. # ________________

Department: _______________________________ Course #: __________________ Sec. # ________________

☐ Change. Select the appropriate action below.

Department: _______________________________ Course #: __________________ Sec. # ________________

☐ Change to credit/no credit ☐ Change from credit/no credit to grade ☐ Change section to ______

☐ Change # credits from ___ to ___ ☐ Other (explain): ________________________________

REASON WHY EXCEPTION TO THE DEADLINE SHOULD BE GRANTED

Provide an explanation on the reverse side of this sheet or a separate letter. ATTACH ALL RELEVANT DOCUMENTATION (e.g. medical/doctor notes, etc.)

I understand that I am responsible for the authenticity on this form and all related documentation; misrepresentation will result in disciplinary action against me.

_________________________________________________________ Date

Student’s Signature

☐ Approved Distributed _____/_____/_______ Received _____/_____/_______

☐ Denied

☐ Tabled Dean’s Signature Date