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. Students are also expected to be registered for all courses and have grading options (e.g. credit/no credit, audit) correct by the second week* of classes; however a grace period of an additional two weeks is offered by the College. Adds and grading option changes are not permitted after the fourth week of classes. Appeals to add and/or drop policies must be approved by the instructor of the course(s) and by the Office of the Dean. In addition, If you are attempting to drop specific courses, and NOT your entire semester; you MUST EXPLAIN THOROUGHLY as to how you are able to complete some courses but not others. Appeals asking to drop some courses and not all are SELECTIVE DROPPING. SELECTIVE DROPPING appeals are very difficult to get approved, and they are scrutinized thoroughly.

Appeals to withdraw (dropping of all courses) or change in grading policy need only the approval of the Office of the Dean. Any drop or withdrawal after the eighth week will be recorded on your record as an Official Withdrawal (“W”) for each course removed.

Conditions or factors of which a student has been aware of prior to the deadline for making a change in their program (e.g. work responsibilities, outside commitments, or health problems in existence earlier in the semester) are not sufficient to merit approval of an appeal. It is the judgment of the College that students must make a decision on such concerns by the proper deadlines. Poor performance, academic reasons/difficulty, dissatisfaction with the subject matter, or inadequate evaluation prior to the eighth week are also inappropriate reasons for a late drop or withdrawal. A student must present documentation of serious unanticipated or extraordinary circumstances that have not been present before the deadline, or that have changed markedly after the deadline, in order for an appeal to be considered. Such circumstances include, but are not limited to, documented serious illness, hospitalization, accidents, or other serious personal situations that could not be anticipated. The student must write a letter of appeal, explaining the circumstances as to why the appeal should be granted.

It is the student’s responsibility to gather any supporting documentation. All information of a sensitive or personal nature is treated with the strict confidentiality.

***STUDENTS ARE CAUTIONED TO CONTINUE ATTENDING CLASS UNTIL A FINAL DECISION IS REACHED***

*Deadlines for sessions that are shorter than a full semester are prorated (e.g.- mini-terms, summer or Winterim sessions). Consult the Schedule of Classes for dates.

STATEMENT OF FINANCIAL OBLIGATION

If your appeal is granted, you must be prepared to immediately make payment in full. The Bursar’s Office will notify you by both letter and email as to whether or not additional tuition and fees must be paid, and if yes, the amount due.

ADD/DROP PROCEDURE

Students seeking an exception to the 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 an add/drop form, and who feel they have grounds for appeal in accordance
with this policy statement, should obtain an appeal form in Holton Hall Room 142 (main reception area). The completed appeal form, signed add/drop form by the instructor, student’s letter of appeal, any supporting statements from the course instructor(s) (e.g. a letter of attendance/non attendance), and any documentation that clearly supports the appeal should be returned to Holton Hall Room 142.

CHANGE OF GRADING OPTION PROCEDURE

Students seeking an exception to the change of grading option deadline, and who feel they have grounds for appeal in accordance with this policy statement, should obtain an appeal form in Holton Hall Room 142. The completed appeal form, student’s letter of appeal, and any documentation that clearly supports the appeal should be returned to Holton Hall Room 142.

WITHDRAWAL PROCEDURE

Students seeking an exception to the withdrawal deadline, and who feel they have grounds for appeal in accordance with this policy statement, should obtain an appeal form in Holton Hall Room 142. The completed appeal form, student’s letter of appeal, and any documentation that clearly supports the appeal should be returned to Holton Hall Room 142.

The Committee of Advisors considers each request, and notifies students by mail of their decision. If the request is approved, the committee arranges to have the action processed. The Office of the Dean will forward the student’s add/drop or withdrawal form to the appropriate unit on campus; the student will receive their copy in the mail. If a request is denied and the student desires further clarification on the decision, he or she may contact Deona Mickens to discuss the ruling. (414) 229-6209 or ellisond@uwm.edu

Decisions of the Committee of Advisors can be appealed to Cindy Piercy by appointment. If the student is not satisfied with her decision, the student can appeal to the Letters and Science Academic Planning and Curriculum Committee (AP&CC) (the College’s faculty and appeals committee).