

Appeal Policy & Procedure

Add/Drop/Withdraw/Grade Option

ELIGIBILITY

Students are expected to complete all courses for which they are registered at the end of the tenth week* of classes. Drops and withdrawals are not permitted after the tenth 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 College of Letters & Science 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 is **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 College of Letters & Science Office of the Dean. Any drop or withdrawal after the tenth 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 that have NOT been exacerbated) 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 tenth week are also are 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 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.

See the procedures below to file an appeal. There are different procedures for different circumstances. Please read carefully as completing the wrong procedure may delay a decision.

*****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 [One Stop Enrollment and Financial Services Add/Drop Calendar](#) 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.

PROCESS TO ADD A CLASS(ES) LATE

Students seeking an exception to the add deadline first must discuss their request with the course instructor. A decision by an instructor not to approve a late add is final and not subject to appeal. Students who can secure an instructor's approval/signature on an add/drop form, and who feel they have grounds for appeal in accordance with this policy, should:

1. Fill out an [Appeal form](#)
 2. Obtain the instructor's signature on an [Add/Drop form](#)
 3. Obtain a supporting statement from the course instructor(s) (e.g., letter of attendance)
 4. Write a letter of Appeal explaining why you are requesting a late add
 5. Gather documentation that supports the appeal
 6. E-mail all items to Deona Mickens at ellisond@uwm.edu
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PROCESS TO DROP A CLASS(ES) LATE – NOT MEDICAL RELATED

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 can secure an instructor's approval/signature on an add/drop form, and who feel they have grounds for appeal in accordance with this policy, should:

1. Fill out an [Appeal form](#)
 2. Obtain the instructor's signature on an [Add/Drop form](#)
 3. Obtain a supporting statement from the course instructor(s) (e.g., letter of attendance)
 4. Write a letter of Appeal explaining why you are requesting a late drop
 5. Gather documentation that supports the appeal (e.g. police report, letter or eviction, loss of job, etc.)
 6. E-mail all items to Deona Mickens at ellisond@uwm.edu
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PROCESS TO DROP A CLASS(ES) OR FULLY WITHDRAW LATE - MEDICAL RELATED

Examples of a medical reason include but are not limited to: experienced a serious or unexpected physical or behavior health condition, experienced a pre-existing, recurring, or chronic health condition that worsened, need to provide care to an immediate family member, and or experienced the death of an immediate family member. Students who feel they have medical grounds for appeal should:

1. Fill out a [Medical Withdraw/Drop Application](#)
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PROCESS TO CHANGE THE GRADING OPTION OF A CLASS(ES)

Students seeking an exception to the change of grading option deadline, and who feel they have grounds for appeal in accordance with this policy, should:

1. Fill out an [Appeal form](#)
2. Write a letter of Appeal explaining why you are requesting a change of grade option
3. Gather documentation that supports the appeal
4. E-mail all items to Deona Mickens at ellisond@uwm.edu

PROCESS TO WITHDRAW – NOT MEDICAL RELATED

Students seeking an exception to the withdrawal deadline, and who feel they have grounds for appeal in accordance with this policy, should follow these steps. Appeals to withdraw are to be submitted no later than one year from the semester in question unless you are requesting a withdrawal prior to Fall 2021.

1. Fill out an [Appeal form](#)
 2. Write a letter of Appeal explaining why you are requesting a withdrawal. **You must address what happened after the Drop Deadline that prevented you from withdrawing beforehand.**
 3. Gather documentation that supports the appeal
 4. E-mail all items to Deona Mickens at ellisond@uwm.edu
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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 College of Letters & Science 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, they may contact Deona Mickens (ellisond@uwm.edu) to discuss the ruling.

Decisions of the Committee of Advisors can be appealed to the College of Letters & Science Student Academic Services Assistant Dean by appointment. Contact Deona Mickens to schedule. If the student is not satisfied with that decision, the student can appeal to the College Letters and Science Academic Planning and Curriculum Committee (AP&CC) (the College's faculty and appeals committee).