

UWM Undergraduate Schools and Colleges

APPEAL INSTRUCTIONS FOR LATE CHANGE IN REGISTRATION

The university provides registration deadlines for all courses. Any requests for changes after the [posted deadlines](#) must be approved through a process of appeal. This includes the following:

- Adding one or more courses
- Dropping one or more courses
- Withdrawing from all courses
- Changing the grading basis
- Changing variable credits
- Swapping courses

Please read all information and follow the instructions. See your listed [academic advisor](#) if you have questions or concerns, or if your request is not listed here.

ELIGIBILITY

To be eligible for an appeal, students must present significant, unanticipated, or extraordinary circumstances that have not been present throughout the term, or that have changed dramatically after posted deadlines. Such circumstances could include documented serious illness, hospitalization, or other personal situations that could not have been anticipated.

Conditions or factors of which a student has been aware of (such as work responsibilities, financial constraints, outside commitments, or other known concerns) are not sufficient for an appeal. Poor academic performance, dissatisfaction with subject matter or instructor are not sufficient for an appeal.

Most appeals require a written statement and supporting documentation. The written statement should address why the change in registration was not completed by the posted deadline. It is the student's responsibility to gather all necessary documentation. Students are cautioned to attend classes until the appeal process is complete.

PROCEDURES

ADDING CLASSES (first or second graded attempt only)

Students who attend courses for which they are not enrolled do so at their own risk. Class attendance without enrollment does not guarantee approval for a late add. Students are responsible for any missing work prior to enrollment in a course.

1. Complete a change in [registration form](#) for each course and request the instructor's signature. If the instructor does not approve the request, the decision is not appealable.
2. If the instructor approves the request, meet with your listed [academic advisor](#) to review the next steps in the appeal process for your school or college. ***Instructor permission does not guarantee an appeal will be granted.***

DROPPING INDIVIDUAL CLASSES

Please note that students who have been enrolled in a course past the withdrawal deadline for a term, or a session within a term, are required to receive a grade for their effort.

1. Complete a change in [registration form](#) for each course and request the instructor's signature. If the instructor does not approve the request, the decision is not appealable.
2. If the instructor approves the request, meet with your listed [academic advisor](#) to review the next steps in the appeal process for your school or college. ***Instructor permission does not guarantee an appeal will be granted.***

WITHDRAWAL FROM ALL COURSES

Requests for a complete withdrawal do not require instructor approval first, but do require an appeal if it is past the final drop deadline. Students should meet with their listed academic advisor to discuss the next steps in the process.

CHANGING GRADE BASIS TO CR/NC

Note that not all courses may be taken as Credit/No credit even within posted deadlines. Please refer to the Registrar's [Enrollment Policies](#) page.

1. Complete a change in [registration form](#) and meet with your listed [academic advisor](#) to review the next steps in the appeal process for your school or college. Instructor permission is not required for changing your grading basis.

CHANGING NUMBER OF CREDITS IN A VARIABLE CREDIT COURSE

1. Complete a change in [registration form](#) and request the instructor's signature. If the instructor does not approve the request, the decision is not appealable.
2. If the instructor approves the request, meet with your listed [academic advisor](#) to review the next steps in the appeal process for your school or college. ***Instructor permission does not guarantee an appeal will be granted.***

SWAPPING A COURSE

Course swaps after the add deadline can be used in specific cases to allow a student to change to a different section of the same course **or** to correct a registration error. Course swaps cannot be used to change to a different course or to a course in a different session.

1. Complete a change in [registration form](#) and request the instructor's signature for the course you're adding. If the instructor does not approve the request, the decision is not appealable.
2. If the instructor approves the request, meet with your listed [academic advisor](#) to review the next steps in the appeal process for your school or college. ***Instructor permission does not guarantee an appeal will be granted.***