

Enrollment Appeal
Request to Withdraw After the Deadline

If you would like to request an appeal to withdraw from a course after the deadline has passed, please complete this form and return it to the Registrar's Office at registrar@uwex.wisconsin.edu. You will be responsible for any fees associated with the withdrawal of the course(s). You will also be asked to supply a reason, **with documentation**, as to why you were unable to drop the course during the specified time frame. Visit <https://flex.wisconsin.edu/academic-calendar> to view the dates and deadlines for withdrawals.

Legal Name _____ Student ID Number _____

University Email Address: _____ Phone Number _____

Degree Program Pursuing: _____ ASC Name: _____

Select Campus and provide Campus ID and last enrolled Subscription Period (check multiple campuses if you are dually enrolled)

Campus ID	Last Enrolled Subscription Period (mo/yr)
UW-Milwaukee _____	_____
UW-Parkside _____	_____

I wish to drop my course(s) from the

Subscription Period.

Please drop all of the courses for the subscription period

Please drop only the following course(s) for the subscription period:

List course(s) here

The reason I am withdrawing is: **Choose One** (non-academic reasons only)

Provide a detailed explanation of the request for the appeal. You will need to attach official documentation to support this request.

I authorize the UW Flexible Option Program to process this request, should it be approved. I am aware of the potential financial & academic implications of this request to my academic record. I understand that a transcript notation of "W" will appear for the course(s) being withdrawn. I also understand that any fees or tuition costs need to be paid for prior to enrolling in future courses.

Student Signature *(electronic signatures not accepted)*

Today's Date

This section is for office use only:

Received by: _____ Date: _____ Forwarded to: _____ Date: _____

Request Approved/Denied: _____ Processed by: _____ Date: _____