

## Request to LATE DROP a course

***A student may request permission to drop a course after the deadline only for extraordinary, non-academic reasons.***

*This request CANNOT be processed if any registration hold exists on the student's record. It is the student's responsibility to resolve their holds & notify the Office of the Registrar/Student Records. Notification of enrollment status is done through UW-Parkside email. Check your schedule before the late drop deadline to determine if the request has been processed.*

<b>Student Name:</b>	<b>UWP email address:</b>
<b>Student ID#:</b>	<b>Phone Number:</b>

LATE DROP Request for (circle) <b>Fall</b> <b>Spring</b> <b>Summer 20__</b>				
Class Title:			Instructor:	
<u>Course Number</u>	<u>Section Number</u>	<u>Class # (4 digit number)</u>	<u>Discussion # (4 digit number)</u>	<u>Lab # (4 digit number)</u>
Reason for request <i>(supporting documents may be attached)</i> : Reminder: Late drops will only be approved for documented extraordinary, non-academic reasons.				

*Request must be submitted to the Office of the Registrar's/Student Records by the late drop deadline for the class session. (See Important Semester Dates and Deadlines in course schedule for specific dates). The request must include a written explanation of the circumstances.*

I understand that I will receive a transcript notation of "W" for this class. I agree to pay the appropriate drop fee. There will be no tuition refund or reduction of financial obligation to the University based on processing of this request. I further understand that processing this request may produce a balance owed and it is my responsibility to contact the Cashier's Office and determine what charges, if any, have been added to my account.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proceed to the reverse side of this form. Signatures of the course instructor and your advisor are required. Information on your academic progress will be provided for review. Final decision of this request will be made by your Academic Dean.**

## **Instructions and Required Signatures**

1. Student completes first page and signs.
2. Student gives to instructor for comments and signature. Instructor returns form to student.
3. Student gives to primary advisor for comments and signature. Advisor returns form to student.
4. Student delivers form to appropriate Academic Dean's Office.
5. Academic Dean delivers form to Office of the Registrar/Student Records.

Instructor's Signature:	Date:
Grade as of current date: _____ Comments on student's progress in course and their request for a late drop:	

Students can check their SOLAR accounts to obtain Advisor information. If no advisor has been assigned, contact the Advising and Career Center in Wyllie D175.

Advisor's Signature:	Date:
Comments on impact on degree completion progress:	

### **Academic Deans**

College of Arts and Sciences  
262 CART

School of Business and Technology  
357 MOLN

Dean's Signature:	Date:
_____ Approved	_____ Denied

For Office Use:                      Processed By: \_\_\_\_\_                      Date Processed: \_\_\_\_\_

Hold on student account; unable to process – email notification sent to student      Date: \_\_\_\_\_