

## **CAPP Instructions for Completing Term Withdrawal Form**

A Term Withdrawal Form is needed to drop all CAPP courses you are currently taking. If you are only taking one CAPP course, and you wish to drop that course, use this form. If you are in multiple CAPP courses and you only wish to drop some of them, use the Add/Drop Card. You may drop courses prior to the designated drop deadline for any reason, and will not be required to pay tuition.

Please carefully follow the instructions below when completing the Term Withdrawal Form. If you submit a form with incorrect or incomplete information, you may be asked to resubmit the form.

### **Instructions for completing Term Withdrawal Form**

***The form should be completed by hand, using blue or black ink. Pencil or other colored ink will not be accepted.***

1. Select the term and year that the course began.
2. Clearly print your first and last name, as you provided on your admission application.
3. Write your UWO ID number. This number is not the same as your high school ID number. A UWO ID number is 7 digits long, beginning with 0.
4. Optional: write your UW Oshkosh campus email address, if known
5. Write your address
6. As a CAPP student, select “Undergraduate”
7. Fill in the information for the course you are dropping.
  - a. The image below shows how courses are listed on your TitanWeb page. This information is also labeled in MyUWO Portal. Use this image to help you accurately complete the course information portion of the form.



8. Sign the form before sending it to the CAPP Office.
9. Part II is only needed if the drop deadline has passed.
10. The completed form must be received by the CAPP Office by the designated drop deadline.



# Term Withdrawal Form

University of Wisconsin Oshkosh  
Registrar's Office - Dempsey 130

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

Office Use Only: Date Received

## Part I Student Enrollment Information

Name		Student ID#	Campus Email Address		
Mailing Address					
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Class #	Subject/Catalog#/Section#	Title		Instructor	Units

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part II Appeal for Late Term Withdrawal (see back)

Summarize the extenuating circumstances that you feel might warrant an exception to the withdrawal policy (write a complete narrative). **Attach relevant documentation to support your appeal.**

Official Decision:    **Approved**                      **Denied**                      Effective Date \_\_\_\_\_  
Has student received any grade(s) for coursework this term?    No     Yes   
If yes, grade will be removed.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

### Office Use Only:

Notification by:	
<input type="checkbox"/> Telephone	<input type="checkbox"/> Letter <input type="checkbox"/> Other _____ Program _____
Authorized Staff Signature _____	Date _____
Processed by _____	Date _____