

Application for  
Late Drop (at least one class remaining) or  
Late Withdrawal (all courses including interim)

The Dean of Students Office processes application for Late Drops and Late Withdrawals from coursework for the following circumstances:

- Medical emergency
- Family emergency
- Mental health emergency or problem that has resulted in counseling or other professional help before the appeal
- A severe personal circumstance that impacted the student's ability to be academically successful

Late Drop is when a student experiences a significant personal circumstance/issue, as detailed above, and is seeking to withdraw from **one or more but not all courses** for the current semester.

Late Withdrawal is when a student experiences a significant personal circumstance/issue, as detailed above, and is seeking to withdraw from **all courses** for the current/previous semester including the attached interim course/s.

**Due dates:**

- Late Drop
  - Will be accepted no later than the last day of the current semester
- Late Withdrawal
  - Will be accepted no later than 45 calendar days following the end of the academic term.

**Financial Concerns:**

- There can be significant consequences to a student's financial aid due to a Late Drop or Late Withdrawal.
- Students who receive financial aid are required to meet with the Financial Aid Office (920-424-3377; [fao@uwosh.edu](mailto:fao@uwosh.edu)) prior to submitting an Application for Late Drop or Late Withdrawal.

**Application Instructions:**

Several documents are required to apply for a Late Drop or Late Withdrawal:

1. Application for Late Drop or Late Withdrawal

- Incomplete applications will not be considered.
- A completed application packet can be submitted in person or via mail at:  
Dean of Students Office  
University of Wisconsin Oshkosh  
800 Algoma Blvd.  
Dempsey Hall, Suite 125  
Oshkosh, WI 5490

2. Supporting Documentation

- Applications must be accompanied by supporting documentation to substantiate your request. This should be a letter on letter head and signed from a doctor, counselor supporting the request or a death certificate, etc.
- Supporting documentation will be treated confidentially.

3. Faculty Emails

- Applications must be accompanied by faculty emails documenting the last date of attendance for each course for the Late Drop or Late Withdrawal.
- Have the faculty member send emails to you then staple them to application.



# Application for Late Drop or Late Withdrawal

<b>Office Use Only</b>	
Date Processed:	_____
Maxient #:	_____
Approved By:	_____
Denied By:	_____

Contact Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: WI Zip Code: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Campus Email: \_\_\_\_\_

Currently Lives in Residence  Currently Lives off Campus

**This application is seeking a:**

Late Drop [Individual Course(s) in current semester]  Late Withdrawal [all course(s) for semester]

**Please indicate appropriate semester:**

Year: \_\_\_\_\_  Fall Semester  Spring Semester  Summer Session  Undergraduate Student  
 Graduate Student

Class #	Subject/Catalog#/Section#	Title	Units	Last Date Attended	Grade

Do you receive Financial Aid?  Yes  No

( e.g. loans, grants, scholarships)

➤ If yes \_\_\_\_\_  
 Signature of Financial Aid Staff Member

Are you a Veteran?  Yes  No

➤ If yes \_\_\_\_\_  
 Signature of Veteran Resource Center Staff Member

Are you an International Student?  Yes  No

➤ If yes \_\_\_\_\_  
 Signature of Office of International Education Staff Member

**Student Narrative:**

Please briefly explain your reason for this request below or write "see attachment" if attaching separate narrative.

**OTHER IMPORTANT INFORMATION:**

- Submitting this request does not guarantee acceptance of a Late Withdrawal or Late Drop.
- You are academically responsible for the course(s) if your application is denied.
- You are financially responsible for the course(s) unless otherwise noted.
- You are financially responsible for any housing and dining costs incurred regardless of application outcome.
- Incomplete applications will not be processed.

**Check List**

- Completed Application for Late Withdrawal or Late Drop
- Supporting Documentation (e.g. medical documentation, obituary)
- Faculty Email(s) documenting last date of attendance
- Are you an Athlete? If so, it is recommended that you contact Victoria Stimac at [stimacv@uwosh.edu](mailto:stimacv@uwosh.edu)
- Application submitted by due date

*Please follow up with your academic advisor about future semester scheduling*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_