

Appeal to Late Add

University of Wisconsin Oshkosh
Registrar's Office - Dempsey 130

Before filling out form, please read instructions on separate link.

Office Use Only:

Date Received

Part I *Student completes this section*

Name		Student ID#		Campus Email Address	
Address				<input type="checkbox"/>	<input type="checkbox"/>
<small>Street</small>		<small>City</small>		<small>State</small>	
<small>Zip</small>		<small>Undergraduate</small>		<small>Graduate</small>	
Subject	Catalog #	Section #	Title of Course		Units
Class #	Term		Year	Session	
	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> 3 wk <input type="checkbox"/> 7 wk1 <input type="checkbox"/> 14wk <input type="checkbox"/> 7 wk2 <input type="checkbox"/> 17 wk <input type="checkbox"/> 10 wk <input type="checkbox"/> 8 wk	<input type="checkbox"/> 4 wk1 <input type="checkbox"/> 4 wk2 <input type="checkbox"/> 8 wk
Summarize the relevant extenuating circumstances that you feel might warrant an exception to the add policy (attach a more complete narrative if necessary).					
<p>Relevant documentation is generally required and should be attached to this form.</p> <p>Student Signature _____ Date _____</p>					

Part II *Instructor completes this section (Department - please make a photocopy for your records)*

Instructors provide information important in the evaluation of the appeal. The instructor's signature does not mean the appeal is accepted or approved.

Did you notify student he/she was not on your computer printout? Yes No

When did you notify? _____

If student has completed all course requirements, please give final grade earned. _____

Other information you think may be relevant in evaluating this appeal:

Instructor's Name _____ Instructor's Signature _____ Date _____

Please Print

Part III *Official Decision*

Circle One: **Approved** **Denied** Effective Date _____

Signature _____ Date _____

Comments:

Policy Concerning LATE ADD

Students are allowed to add courses during a specified period of time at the beginning of each academic term.

A student wanting to add a course after the deadlines must appeal to the appropriate college or the Office of Graduate Studies by completing an APPEAL TO LATE ADD FORM describing relevant extenuating circumstances.

The add policy also pertains to changes from credit to audit, or audit to credit.

Caution: Adding courses may increase your cost. Specific questions regarding fees should be directed to Student Accounts Office, Dempsey Hall Room 236, or by calling 424-1332.

LATE ADD Appeals

Decisions on appeals for undergraduate-level courses are made by the college in which the course is offered. All courses with catalog numbers 5XX, 6XX and 7XX are graduate-level and appeals are evaluated by the Office of Graduate Studies, Dempsey Hall 337.

The colleges and the Office of Graduate Studies have different time frames in which appeals are processed and may have different criteria for certain courses. Please check with your undergraduate academic advisor or the Office of Graduate Studies regarding the criteria.