The Solution Center processes applications for Late Drops and Late Withdrawals from coursework for the following circumstances:

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

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

A **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 course during 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 contact the Financial Aid Office (920-424-3377; fao@uwosh.edu) prior to submitting an application for Late Drop or Late Withdrawal. **You should have the financial aid advisor you talk to send you an email saying they met with you, then attach the email to your application.**

**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 complete Application Packet can be submitted on campus in person to the Solution Center or via mail:
     Solution Center, UW Oshkosh Fox Cities Campus 1478 Midway Rd., Menasha, WI 54952
     Questions contact the Solution Center at 920-832-2620

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 or 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 the application.
Application for Late Drop or Late Withdrawal

Contact Information:

Last Name: ______________________First Name:___________________ Preferred Name:________________

Local Address: ______________________________ City: ________________ State: _____ Zip Code:_____

Student ID: __________________ Mobile Phone: ____________Campus Email:______________@uwosh.edu

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

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject/Catalog#/Section#</th>
<th>Title</th>
<th>Units</th>
<th>Last Date Attended</th>
<th>Grade</th>
</tr>
</thead>
</table>

Do you receive Financial Aid?

Yes ☐ No ☐

________________________________________
Signature of Financial Aid Staff

Are you a Veteran?

Yes ☐ No ☐

________________________________________
Signature of Veteran Resource Center Staff

Are you an International Student?

Yes ☐ No ☐

________________________________________
Signature of Office of International Education Staff
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
☐ Financial Aid Email (if on Financial Aid)
☐ Application submitted by due date

Please follow up with your academic advisor about future semester scheduling

Student Signature: ___________________________ Date: ________________