



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

The Dean of Students Office 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

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.

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 meet with the Financial Aid Office (920-424-3377; fao@uwosh.edu) prior to submitting an application for Late Drop or Late Withdrawal. **Have your application signed by Financial Aid.**

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 in person at the Dean of Students Office or via mail:
Dean of Students Office, Dempsey Hall 125, 800 Algoma BLVD., Oshkosh, WI 54901
Questions contact the Dean of Students Office at 920-424-3100

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

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

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

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

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**
- Are you an Athlete? If so, You should contact Victoria Stimac at stimacb@uwosh.edu**
- Application submitted by due date**

Please follow up with your academic advisor about future semester scheduling

Student Signature: _____ **Date:** _____