



# Course Change Form

This paper Course Change Form is only to be used when the electronic Course Change Request cannot be submitted through the MyUW Student Center. This form is ONLY for late initial enrollment in courses after the 2nd week of classes and late drop after the 9th week of classes. Both requests require an additional appeal letter to be considered. Email the completed form and appropriate appeal letter(s) to Graduate School Academic Services at gsacserv@grad.wisc.edu or deliver to 217 Bascom Hall.

Student Name:   
 Wisc Email:

Student ID Number:   
 Major Program:

Term  Fall  Spring  Summer Year

## LATE ENROLLMENT REQUEST

The request for late enrollment requires appeal letters from both the faculty advisor and the department chair. List the class number (5 digits), department name (ex. Math), course number (ex. 501), class section (ex. 001), and # of credits. SAMPLE: 55555, Math 987, Section 001, 3 credits.

Add Class   
 Add Class   
 Add Class

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

\_\_\_\_\_  
 Instructor Signature Date

Faculty Advisor Name:

\_\_\_\_\_  
 Faculty Advisor Signature Date

Department Chair Name:

\_\_\_\_\_  
 Department Chair Signature Date

## LATE DROP REQUEST

The request for a late drop requires an appeal letter from the faculty advisor outlining the extenuating circumstances. Please note that poor performance in a course is not an acceptable reason for a late drop appeal. List the class number (5 digits), department name (ex. Math), course number (ex. 501), class section (ex. 001), and # of credits. SAMPLE: 55555, Math 987, Section 001, 3 credits.

Drop Class   
 Drop Class   
 Drop Class

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

\_\_\_\_\_  
 Instructor Signature Date

Faculty Advisor Name:

\_\_\_\_\_  
 Faculty Advisor Signature Date