



## GRADUATE SPECIAL PETITION LATE ACTION

### Instructions for Submittal

**Students are responsible for obtaining all necessary signatures** and delivering this form to the Office of Graduate Studies. Please direct any questions or concerns to the Office of Graduate Studies: [gradstu@uwgb.edu](mailto:gradstu@uwgb.edu) or (920) 465-2123.

- 1.) Students must complete all sections on the first two pages of this form, sign, save, and secure required signatures.
- 2.) Students may attach appropriate documentation (i.e. Add/Drop Card or Independent Study/Internship Form).
- 3.) The completed form must then be sent to the Director of Graduate Studies at [gradstu@uwgb.edu](mailto:gradstu@uwgb.edu).
- 4.) The final decision will be posted to the memorandum section of your transcript.

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**ACTION:**                      Registration                      Add                      Drop                      Withdrawal

### **STUDENT INFORMATION:**

First Name                                      Middle Name                                      Last Name

Student ID#                                      Campus E-mail

Phone                                      Address

City                                      State

Zip Code

Please select your program

Current Academic Status (select one)

Cumulative GPA                                      Earned Credits

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Semester for which you are requesting late action:                      Required Deadline:

### **Address the following questions:**

List the courses that you propose to register for, add or drop. (Limit 2250 Characters)

What circumstances prevented you from meeting this deadline? Attach appropriate document (i.e. medical excuse). (Limit 2250 Characters)

If requesting late registration or add, have you been attending the course? Have you met instructors to discuss joining the course late? Why do you need to add the course? (Limit 2250 Characters)

If requesting to drop or withdraw, have you requested extra help from the instructor(s)? Have you regularly attended classes? (Limit 2250 Characters)

Approval of this petition may affect your future financial aid eligibility. Contact the Financial Aid Office (SS 1200) at (920) 465-2075 for more information

By signing below, I agree to pay any and all additional tuition and fees or penalties resulting from approval of this petition. Please consult with Student Billing (SS 1700) at (920) 465-2224 if you have any questions.

Student's Electronic Signature

Date (mm/dd/yyyy)

Students are encouraged to seek the supporting signature of their program, thesis or project advisor.

**SUPPORTING SIGNATURE: (Complete by Program Chair, Major Professor or Project Advisor)**

Comment: (Limit 2250 Characters)

Major Professor or Project Advisor's Electronic Signature

Date (mm/dd/yyyy)

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**ACTION BY THE OFFICE OF GRADUATE STUDIES: (For Office Use Only)**

Petition	Approved	Denied
Decision:		

Action: (Limit 2250 Characters)

Director of Graduate Studies' Electronic Signature

Date (mm/dd/yyyy)