UW-Stevens Point eForm Guide

Office of the Registrar
University of Wisconsin-Stevens Point

Form Name	Purpose	Initiator	Student	Adviser	Instructor	Dept Chair	Program Director	ADA or dept appointee	Dean	University College Associate Dean	Admissions	Student Financials	Academic Appeals Committe	Tuition Appeals Committee	University Registrar	No Approval Needed
Academic & Tuition Appeal	Apply for either an Academic Appeal (withdraw from classes after the late-drop deadline) or a Tuition Appeal (including Medical Withdrawals). One form will route to either the Academic Appeal or Tuition Appeal Committee, depending on what is being appealed.	Student											Approves Academic Appeals	Approves Tuition Appeals		
Academic Forgiveness App	Apply to have previous UWSP grades excluded from cumulative GPA calculations. Used by students re-entering UWSP, who experienced prior academic difficulty. Eligibility requirements apply.	Student		X											X	
Academic Leave	Student not enrolled for the upcoming term and plans to take one or more semesters off.	Student														X
Adviser Change	Submitted to assign or change a student's Adviser.	Department or ACAC														X
Campus/Degree Prog Transition	Change campuses or switch from associate degree seeking to bachelor degree seeking (or visa versa).	Adviser	X								X	X				
Credit Overload *	Used when astudent is enrolling in 18 or more credits. The submitter is the approver and approval varies by college. *see below	Department Representative		*		*			*							
GEP Waiver/Sub Request	Allow an exception in the GEP Program	Adviser				X			X	X						
Grade Change	Change a student's grade or change an incomplete grade	Instructor				Grade change only			Grade change only							Removal of Incomp. Grade
Graduate Credits Toward 120	Count a graduate course in the 120-credit University Requirement	Adviser				X										
Late Add Request	Add a class after the clear Add/Drop period.	Student	X	X	X											

*Undergraduates: See below to determine who approves study loads of more than 17 credits

Major College	Authorizing Official (18-20 credits)	Authorizing Official (21+ credits and 13+ Summer/4+ Winterim)
CNR	Assoc Dean or advisor	Assoc Dean
COFAC	Dept Chair, Asst Dean of major, or advisor	Dean of major
COLS	Dept Chair of major or advisor	Asst Dean of major
CPS	Asst Dean or designee of major, or advisor	Asst Dean or designee
Undeclared & AAS	ACAC or advisor	Asst Dean of HuGs

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Late Drop (W-Drop) Request	Withdraw from a class after the clear Add/Drop period.	Student			X	X											
Major/minor changes	Submit to declare/change major/minors/certs	Department or ACAC							X								
Pass/Fail Grading Request	Change grading scale from Graded to Pass/Fail. Anything below C- is considered Fail. Can only be done within clear add/drop period.	Student			X	X	X										
Request to Repeat	Seek approval to repeat a course for grade replacement. Only required if first attempt was a C-or better or it's more than the 2nd attempt.	Student			X		X										
Schedule Conflict Approval Req	Seek permission to register for two classes that overlap in time. Register for one class and complete the eform requesting permission to register for the other.	Student			X	Both Instructors											
Section Change Request	Change Sections after clear Add/Drop period. Class must be same session. Can't be 8W1 for 8W3 for an example.	Student				Both Instructors	X										
Suspension Appeal	Seek an appeal of an academic suspension.	Student												X			
Term Cancellation/Withdrawal	Withdraw from all classes in a term. Used by a currently enrolled student to withdraw from all of their classes in the current or upcoming term.	Student															X
Transfer of Graduate Credits	Seek approval to transfer graduate courses from other institutions.	Student or Adviser							X								
Undergrad/Grad Split Status	Current undergraduate student seeking permission to enroll in a graduate course(s).	Student			X		X										