

Appeals for Extenuating Circumstances (last revised 03-10-2009)

Office

Location

Phone

ACADEMIC STANDING

Academic dismissal (UG)	Appeal Form	Academic Standards Committee	RS 2054	3333
Academic dismissal (GRAD)		Graduate Exceptions Committee	RS 2015	1006

CURRICULUM APPEALS

College requirements (UG)		College Dean of Major		
Course requisites (UG)		Dept Chair of Course		
Course requisites (GRAD)		Dept Chair of Course		
Diversity (UG)		Asst Dean L&S	WT 106	1620
Evaluation of transfer credits (UG)		Admissions and/or dept chair of course		
Evaluation of transfer credits (GRAD)		School of Graduate Studies & Grad Program	RS 2015	1006
General Education requirements (UG)		Asst Dean L&S	WT 106	1620
Major/Minor - 25% at UW-W (UG)		Provost	HY 427	1672
Individual Studies - maximum credit limit (GRAD)		School of Graduate Studies	RS 2015	1006
Major/Minor - course waiver or substitution (UG)		Dept Chair of Major/Minor		
Major/Minor - minimum credit requirement (UG)		NO EXCEPTION		
Graduate Program - minimum credit requirement (GRAD)		NO EXCEPTION		
Major/Minor - minimum GPA (UG)		NO EXCEPTION		
Graduate Program - minimum GPA (GRAD)		NO EXCEPTION		
Proficiency requirements, waiver, or substitution (UG)		Dept Chair of Course		
Proficiency requirements, waiver, or substitution (GRAD)		Graduate Program Coordinator		
Foreign language retroactive credit approval (UG)		Foreign Language Program Coordinator		

GRADES/TRANSCRIPT

Academic record change after degree posted		NO EXCEPTION		
Academic record change after two years (no degree)	Appeal Form	Special appeal form and process must be used. Initiated with instructor of course; must be signed by instructor and dept chair, and signed and approved by dean of student's major (UG) or dean of School of Graduate Studies (GRAD)		
Change terminal grade (e.g. A, F, S) to Incomplete		NO EXCEPTION		
Grade appeal		See Student Handbook for appeal process		
Grade change (degree not posted) to degree candidate's record beyond 30 days after end of anticipated term of graduation		Registrar	RS 2032	1570
Repeat of course if course is pre-req or co-req of one already successfully completed in the same department		Dept Chair of Course		
UG Repeat Policy through summer 2009 term - exceed five (5) repeat limit	Appeal Form	Academic Standards Committee	RS 2054	3333
UG Repeat Policy beginning fall 2009 term - enroll in 3rd or more attempt of a course.	Appeal Form	See appeal form for process.		
Exceed two (2) repeat limit (GRAD)		Graduate Exceptions Committee	RS 2015	1006
"W" Grade Removal from Academic Record		College Dean of Major		
Academic forgiveness		Director Advising & Exploration Center	RS 2054	3333

GRADUATION

Associate degree		Registrar	RS 2032	5179
Participation in ceremony		Registrar	RS 2032	5179
Minimum non-remedial earned credits required for graduation - 120 (UG)		NO EXCEPTION		
Date of graduation (challenge to)		Registrar	RS 2032	5179
GPA for graduation - 2.0 minimum (UG)		NO EXCEPTION		
GPA for graduation - 3.0 minimum (GRAD)		NO EXCEPTION		
Graduation honors		NO EXCEPTION		
Residency - 30 credit minimum (UG)		NO EXCEPTION		
Residency - last 15 credits from UW-W (UG)		College Dean of student's Major		
72-credit transfer rule from 2-year schools (UG)		College Dean of student's Major		
12-credit transfer rule from other schools (GRAD)		School of Graduate Studies	RS 2015	1006

REGISTRATION

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	Office	Location	Phone
UG Repeat Policy beginning fall 2009 term - enroll in 3rd or more attempt of a course.	Appeal Form		
Credit Overload (UG)		College Dean of student's Major (UG)	
Credit Overload (GRAD)		Dean, School of Graduate Studies (GRAD)	RS 2015 1006
Course time conflict	Appeal Form	Instructors of courses that conflict	
Requisite or class restriction		Dept Chair of Course	
Earliest date/time to register for classes during priority registration period		NO EXCEPTION	
Grade basis deadline (Audit, Graded, S/F, or S/NC)		Registrar	RS 2032 1211
Course Late Add (UG & GRAD)		Initiated at dept. of course; must be signed by instructor and dept chair, and signed and approved by college dean of course	
Course Late Drop (UG)		Initiated at dept. of course; must be signed by instructor and dept chair, and signed and approved by dean of student's major	
Course Late Drop (GRAD)		Initiated at dept. of course; must be signed by instructor and dept chair, and signed and approved by dean of School of Graduate Studies	
Withdrawal from university after deadline		Registrar	RS 2032 1211
Late course cancel (medical reasons)		Dean of Student Life	UC 245 1533
Withdrawal - medical	Steps	Dean of Student Life	UC 245 1533
UW System Excess Credits surcharge	Appeal Form	Registrar	RS 2032 1211