

Print Legibly Name (last, first, mi): \_\_\_\_\_ ID#: \_\_\_\_\_

## **APPEAL FOR EXCEPTION FROM UW-SYSTEM EXCESS CREDITS POLICY SURCHARGE**

An appeal will be accepted only after the student has earned a minimum of 145 credits – this total does not include credits in progress. Submit the appeal packet (this form and the personal statement) to the Registrar's Office no later than 30 days before the start of the term in which the Excess Credits surcharge will be billed. The personal statement is required and it should cite your plans for graduation and any extenuating circumstances the appeals review committee should take into account when considering your appeal. In certain cases, you may be required to provide additional documentation to support the appeal. Examples of reasons an appeal is not eligible for consideration include, but are not limited to, a declared second major/minor, seeking licensure/certification along with a first baccalaureate degree, or changes you initiated yourself in your choice of program or major/minor.

If you wish to meet with the Registrar, the Associate Registrar, or the Graduation Examiner to discuss the appeal process or if you have questions about the policy, please make an appointment by calling 262-472-1570.

### **Background - University of Wisconsin System Excess Credits Policy**

The University of Wisconsin System Board of Regents established an Excess Credits Policy that requires resident undergraduate students who earn more than 165 credits toward their first undergraduate degree to pay a surcharge for all credits beyond 165. The surcharge will be applied to students in the term following the one in which they reach the earned credit limit.

The policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward your degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165 credit limit. In addition, Advanced Placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit.

### **Student Contact Information (print legibly, all items are required):**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

*The appeal decision will be sent to the student via email*

TERM of appeal (specify year by the appropriate term and circle the term & year): Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Winterim 20\_\_\_\_

MAJOR and MINOR: \_\_\_\_\_ Anticipated DATE of GRADUATION: \_\_\_\_\_

**College Representative for Student's Program:** I have discussed the Excess Credits Policy with the student and I am aware that he/she will file an appeal.

\_\_\_\_\_  
(College representative signature)

\_\_\_\_\_  
(Representative name – print legibly)

\_\_\_\_\_  
(Date)

College locations:

Arts & Communication – Associate Dean, Center of the Arts room 2029  
Education – Advising Assistance Office, Winther room 2003

Business & Economics – Assistant Dean, Hyland room 4300  
Letters & Sciences – Advising Office, White room 122