

APPEALS FOR EXCEPTIONS FROM THE TWO-YEAR REQUIREMENT FOR ACADEMIC RECORD CHANGES

UW-Whitewater academic record policy states that "no changes will be made to course entries that are not appealed within two years of the posting date, and changes will not be made to a record after a degree is officially entered". In practice this means that a change to an undergraduate or graduate student's academic record (i.e., a record that does not have a degree posted) must be made within two years after the end date of the term for which the change is requested. Requests for exceptions to the two-year change policy must be submitted as a formal appeal by the student. Please note, if a degree has been posted to a student's record, no appeal will be permitted to change a part of the student's academic record that is related to the degree.

The student, instructor, and department chairperson (undergraduate student appeals) or graduate program coordinator (graduate student appeals) are required to submit information to support the appeal. The dean (dean of the college of the student's major for undergraduates; dean of the School of Graduate Studies for graduate students) is the final authority and will approve or deny the request. The steps for submitting an appeal are as follows:

STUDENT

Prepare a written appeal for an exception to the UW-Whitewater policy regarding the two year requirement for academic record changes. The appeal must include official transcripts from all institutions attended other than UW-Whitewater and a thorough explanation of the extraordinary reasons why the late record change should be considered and must document the reasons why the change could not have been appealed within the two year period cited in the university policy. In addition to this statement, include all of the following information in the written appeal:

- Your name, address, and phone
- Your UW-Whitewater student ID number
- An email address at which you can be contacted
- The Term the course was taken (e.g. 2002 Fall)
- The course's 4-digit Class Number (e.g. 2345)
- The course's Subject, Catalog, and Section Number (e.g. English 101 section 03)
- Course Title (e.g. Freshman English)

Submit your complete appeal packet, along with a copy of this policy/procedure form, to the instructor.

INSTRUCTOR

After receiving the appeal information from the student, please indicate your own support/non-support for the late change and the reasons why it should/should not be considered. This statement should be in memo form, must include an email address where you can be contacted, and be on official letterhead. Submit your statement along with the original copies of the student's written information, and a copy of this form, to the department chairperson (undergraduate student appeals) or graduate program coordinator (graduate student appeals). Note: if you approve the appeal and it is for a grade change, or a Late Add and a grade, prepare and submit a Grade Change form also.

DEPARTMENT CHAIRPERSON or GRADUATE PROGRAM COORDINATOR

Review the documentation from the student and the instructor. Via written memo on departmental letterhead, indicate:

- a) your recommendation for approval or disapproval of the appeal and the reasons for your decision;
- b) an email address where you can be contacted.

Submit your memo and the original copies of the student and instructor written documentation, along with a copy of this form, to the dean.

DEAN

Review the documentation from the student, the instructor, and the department chairperson or graduate program coordinator. If you do not support the request for a late change, respond to the student in writing and copy the instructor, department chairperson or graduate program coordinator, and the Registrar's Office. The student's appeal for the late change will end here and no change will be made to the academic record. If you approve the late change, prepare a memo verifying the approval decision and submit it and the appeal packet to the Registrar's Office.

REGISTRAR'S OFFICE

The Registrar's Office will review the appeal to determine if the student's record should be updated based on the dean's recommendation and record-related regulations and professional standards. If the record change is appropriate, the Registrar's Office will update the student's academic record.