

ENROLLMENT IN THIRD (OR MORE) ATTEMPT OF A COURSE

(01-23-2009)

Undergraduate students who wish to register for a third (or more) attempt of a course must complete a successful appeal. The appeal form follows this information sheet. Students are responsible for ensuring that all requirements of the appeal process are completed by the deadlines cited in the steps at the bottom of this page and those listed on the appeal form. If the student's appeal is approved, the completed appeal form must be received in the Registrar's Office no later than the published deadline for adding the class as listed in the term Schedule of Classes (<http://www.uww.edu/registrar/schedule/index.html>). After receiving the completed and approved appeal form, the Registrar's Office will proceed to enroll the student in the class unless the student has a hold that prevents registration or the course has a time conflict with another course in which the student is enrolled. In those cases, the student must clear the hold(s) and/or obtain the necessary time conflict authorization signatures prior to the published deadline to add the class.

Repeating for Grade Point Average (GPA) and earned credit replacement. Students who enroll in third (or more) attempts of a course are required to follow the GPA and earned credit regulations of the undergraduate Repeat Policy (http://www.uww.edu/registrar/policies/docs/ug_repeat.pdf). All attempts of a course, including the grades, appear on the student's official academic record and transcript. The following examples may help to explain how third attempt grade and credits are factored into the official academic record and transcript GPA and earned credit totals:

Example 1: A student enrolls in a third attempt of a course in which a grade of D was earned in the first attempt. The student receives a grade of C- in the second attempt and a B in the third attempt. Only the C- and the credits earned in the second attempt will be included in the GPA and earned credits. After a student earns a passing grade (i.e., a grade of D- or higher) in a repeat attempt, all subsequent attempts will not count for grade replacement or earned credit. Such non-credit attempts will be identified on the academic transcript as "No Credit".

Example 2: A student enrolls in a third attempt of a course in which a grade of D was earned in the first attempt. The student receives a grade of F in the second attempt and a C in the third attempt. The second attempt's F grade and the third attempt's C grade will both be calculated into the GPA and the student will receive earned credit only for the third attempt (the first attempt's grade and credits are replaced). Unsuccessful repeat attempts (i.e., those with grades of F) are included in the GPA as long as they are prior to the student's first successful (i.e., grade of D- or higher) repeat of the course.

Example 3: A student enrolls in a third attempt of a course in which a grade of D was earned in the first attempt. The student receives a grade of F in the second attempt and an F in the third attempt. The second attempt's F grade and the third attempt's F grade will both be calculated into the GPA and the student loses the credit s/he had originally earned for the course.

THE SUCCESSFUL APPEAL PROCESS INCLUDES FOURS STEPS THAT MUST BE COMPLETED:

Step 1: The **student** completes his/her section of the appeal form. He/she must also prepare a separate written statement that fully explains the extenuating circumstances that require the student to retake the course and why the course is important to his/her academic program. The written statement should be attached to the appeal form.

Step 2: The student makes an appointment and meets with his/her **College Coordinator of Advising** to review and discuss the appeal. The meeting should take place no later than ten business days prior to the beginning of the term in which the course is offered. The Coordinator of Advising must sign and date the appeal form. The student will deliver the signed and dated form to the dean's office of the college that offers the course. The form should be received by the dean's office no later than five business days prior to the beginning of the term in which the course is offered.

Step 3: The **dean's office of the college of the course** will review the appeal form and student's written statement and determine whether to approve or deny the appeal. If approved, the office may elect to authorize class capacity and/or requisite overrides with associated expiration dates. The dean's office will deliver or send approved appeal forms to the Registrar's Office so that they are received no later than the published deadline for adding the class.

Step 4: The **Registrar's Office** will register the student for the class only if the student has no registration holds or time conflicts with other classes in which s/he is enrolled. In those cases, the student must clear the hold(s) or obtain the necessary time conflict authorization signatures (the instructors of the conflicting classes must sign the appropriate form) prior to the published deadline to add the class.

APPEAL FORM FOR REPEAT ENROLLMENT IN THIRD (OR MORE) ATTEMPT OF A COURSE

SECTION 1 -- STUDENT: Complete this section of the form and prepare a separate written statement that fully explains the extenuating circumstances that require you to retake the course and why the class is important to your academic program. Attach your written statement to this form.

_____ @uw.edu _____ (____) _____ - _____
student name – last, first, middle 7-digit UW-W ID number UW-W email address phone (including area code)

Course Information: Term and Year of class (e.g., Fall 2009) _____ 4-digit Class Number _____

Class Info: Subject / Catalog Number / Section Number / Units (e.g. English 101 section 01 3 units) _____

I have read and understand the policy and procedure information that accompanied this form. I understand that if my appeal for a third (or more) attempt of a course is approved by the dean's office in Section 3 below, and I have no registration holds and the course does not have a time conflict with other classes in which I am enrolled, I will be officially registered for the course. I agree that I may not attend or participate in the class until I have been officially registered for it. I am responsible for confirming my registration on WINS. Once registered, I am responsible for following all UW-Whitewater academic and financial policies and procedures associated with the class.

_____ date _____
student signature

Student: After you have completed the section above and finished your written statement, make an appointment and meet with the College Coordinator of Advising for your major to discuss your appeal as soon as possible. **This meeting should take place no later than ten business days prior to the beginning of the term in which the class is offered.** Bring this form and your written statement to the meeting.

College locations: Arts & Communication – Assoc Dean, Center of the Arts room 2029 (262-472-1934) Business & Economics – Asst Dean, Hyland room 4300 (262-472-4900)
Education – Advising Assistance Office, Winther room 2003 (262-472-1585) Letters & Sciences – Advising Office, White room 122 (262-472-1550)

SECTION 2 -- COLLEGE COORDINATOR OF ADVISING: I have met with the student and discussed the appeal. I do / do not (circle one) recommend approval.

_____ (date) _____ (coordinator name – printed) _____ (coordinator of advising signature)

After Section 2 has been completed and the advising coordinator has signed the form, the student should deliver the form and written statement to the dean's office of the college that offers the course. **The form should be received in the dean's office no later than five business days prior to the beginning of the term in which the course is offered.**

SECTION 3 – DEAN'S OFFICE OF COLLEGE THAT OFFERS THE COURSE:

Check all that apply (used by Registrar's Office during registration process):

- Override class capacity Override class requisite or consent No override approved or necessary
Date override expires _____ Date override expires _____

The student's appeal for a third (or more) attempt of the course with the override stipulations noted above is: approved not approved

_____ (date) _____ (dean or designee name – printed) _____ (dean or designee signature)

If approved, the dean's office will submit the appeal form to the Registrar's Office so that it is received no later than the deadline for adding the class.
If not approved, the dean's office will notify the student of the decision via email and retain this form.