



# The Successful Appeal Process Includes Four Steps That Must Be Completed:

## Step 1 & 2 – Completed by Student

Complete section 1- Student Information of the appeal form. **Prepare a separate written statement** that fully explains the extenuating circumstances that require you to retake the course and why the course is important to your academic program. **The written statement must be attached to the appeal form.**

Make an appointment and meet with the **College Coordinator of Advising in the College of your major** to review and discuss the appeal. The meeting must take place 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 Advising Coordinator will submit the signed and dated form to the Dean's Office of the College that offers the course. The form must be received by the Dean's Office prior to the beginning of the term in which the course is offered.

### **College Coordinator of Advising Contact Information:**

College	Location	Phone Number	Email
Arts & Communication – Associate Dean's Office	Center of the Arts Room 2029	262-472-1934	<a href="mailto:uwwartscomm@uww.edu">uwwartscomm@uww.edu</a>
Business & Economics – CoBE Advising Office	Hyland Room 1200	262-472-4900	Your assigned academic advisor OR <a href="mailto:undergradbus@uww.edu">undergradbus@uww.edu</a>
Education & Prof Studies – Advising Coordinator	Winther Hall Info Desk (Main Lobby)	262-472-1101	<a href="mailto:education@uww.edu">education@uww.edu</a>
Letters & Sciences – Advising Office	Laurentide Room 4111	262-472-1550	<a href="mailto:lsadvise@uww.edu">lsadvise@uww.edu</a>
Integrated Studies – Rock County Solution Center	Hyatt Smith Hall	608-758-6541	<a href="mailto:uwwrockinfo@uww.edu">uwwrockinfo@uww.edu</a>

## Step 3 – Completed by Dean's Office

The Dean's Office of the College of the course will review the appeal form and your 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 – Completed by Registrar's Office

The Registrar's Office will enroll the student in the class only if they are currently eligible to enroll in the term requested, and if no registration holds or time conflicts exist. In cases where holds and time conflicts exist, 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.

**\*Please do not submit this form to the Registrar's Office until ALL signatures are obtained.**