

Appeals for Extenuating Circumstances (last revised 6-27-2018)

Office

Location Phone

ACADEMIC STANDING

Academic dismissal (UGRD)	Academic Standards Committee	RS 2054	3333
Academic dismissal (GRAD)	Graduate Exceptions Committee	RS 2015	1006

CURRICULUM APPEALS

College requirements (UGRD)	College Dean of Major		
Course requisites (UGRD)	Dept Chair of Course		
Course requisites (GRAD)	Dept Chair of Course		
Diversity (UGRD)	Asst Dean L&S	LT 4100	1621
Evaluation of transfer credits (UGRD)	Admissions and/or dept chair of course		
Evaluation of transfer credits (GRAD)	School of Graduate Studies & Grad Program	RS 2015	1006
General Education requirements (UGRD)	Asst Dean L&S	LT 4100	1621
Major/Minor - 25% at UW-W (UGRD)	Provost	HY 420	1672
Individual Studies - maximum credit limit (GRAD)	School of Graduate Studies	RS 2015	1006
Major/Minor - course waiver or substitution (UGRD)	Dept Chair of Major/Minor		
Major/Minor - minimum credit requirement (UGRD)	NO EXCEPTION		
Graduate Program - minimum credit requirement (GRAD)	NO EXCEPTION		
Major/Minor - minimum GPA (UGRD)	NO EXCEPTION		
Graduate Program - minimum GPA (GRAD)	NO EXCEPTION		
Proficiency requirements, waiver, or substitution (UGRD)	Dept Chair of Course		
Proficiency requirements, waiver, or substitution (GRAD)	Graduate Program Coordinator	RS 2015	1006
Foreign language retroactive credit approval (UGRD)	Foreign Language Program Coordinator		

GRADES/TRANSCRIPT

Academic record change after degree posted	NO EXCEPTION		
Academic record change after one year (no degree)	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 (UGRD) 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		
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	1570
Participation in ceremony	Registrar	RS 2032	1570
Minimum non-remedial earned credits required for graduation - 120 (UGRD)	NO EXCEPTION		
Date of graduation - to change graduation date Email: graduation@uww.edu	Registrar	RS 2032	
GPA for graduation - 2.0 minimum (UGRD)	NO EXCEPTION		
GPA for graduation - 3.0 minimum (GRAD)	NO EXCEPTION		
Graduation honors	NO EXCEPTION		
Residency - 30 credit minimum (UGRD)	NO EXCEPTION		
Residency - last 15 credits from UW-W (UGRD)	College Dean of student's Major		
72-credit transfer rule from 2-year schools (UGRD)	College Dean of student's Major		
12-credit transfer rule from other schools (GRAD)	School of Graduate Studies	RS 2015	1006

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REGISTRATION

UGRD Repeat Policy beginning fall 2009 term - enroll in 3rd or more attempt of a course. Appeal form: http://www.uww.edu/registrar/forms			
Credit Overload (UGRD)	College Dean of student's Major (UGRD)		
Credit Overload (GRAD)	Dean, School of Graduate Studies (GRAD)	RS 2015	1006
Course time conflict Time conflict form: http://www.uww.edu/registrar/forms	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	1570
Course Late Add (UGRD & 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 (UGRD)	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		
Withdrawal from university after deadline	Registrar	RS 2032	1570
Withdrawal - medical See: http://www.uww.edu/dean-of-students/student-resources/medical-withdrawal	Dean of Student Life	HY 200	1533
UW System Excess Credits surcharge Appeal form: http://www.uww.edu/registrar/forms	Registrar	RS 2032	1570