

Excess Credit Fee Waiver/Appeal Form

Instructions: Students who accumulate more than 165 credits or 30 credits more than required for the student's major are charged excess fees as per the UW System Excess Credit Fee Policy 02-1. Students are expected to complete their degree requirements within a reasonable number of credits above and beyond the required program. Waivers to the Excess Credit Fee will be granted only when verifiable documented appeals demonstrate that the 165 credit limit should reasonably be extended.

Please use this Excess Credit Fee Waiver/Appeal Form if you wish to appeal the excess credit fees that have been assessed for _____.
(year and term)

Students wishing to appeal for exemption from the fee must:

1. **Complete this form**
2. **Obtain the appropriate program director signature for the student's major**
3. **Attach an unofficial transcript or degree audit to the completed form**
4. **Submit the documents to the Provost's Office, 303 Administration Building, no later than October 19, 2009 for the Fall 2009 semester.**
5. **NOTE: Appeals will not be considered if the information requested is not provided. Please provide a clear, concise, and accurate explanation of your situation.**

Student Name: _____ **ID#:** _____

Major: _____ **Concentration:** _____

Advisor: _____ **Program Plan Year:** _____

Credits required to graduate in your major: _____ **Credits earned to date:** _____

Number of credits assessed excess fee: _____ **Anticipated graduation date:** _____

Number of credits needed to complete degree requirements in major beyond this semester: _____

Rationale for fee waiver: (Please use reverse or attach explanation if additional space is needed.)

Program Director Signature _____
Date

Associate Vice Chancellor for Academic & Student Affairs _____
Date