



APPEALS TO THE COMMITTEE ON CREDITS AND GRADUATION

Appeals regarding academic policies and degree requirements may be submitted to the Office of the Registrar for consideration by the Committee on Credits and Graduation. **Please submit all Committee on Credits and Graduation Appeal documents electronically to Jordan Ray, Associate Registrar. Documents can be sent via email to jordan.ray@wku.edu.**

1. The student must submit the request in typed format.
2. **Requests should include the student's WKU ID, address, telephone number, date of the appeal, and signature.**
3. Students who wish to be present at the meeting to provide a verbal request, in addition to a written statement, may do so. Intent to attend the meeting should be stated in the letter of request.
4. Letters of request should be organized as follows:
 - First paragraph --- statement of problem
 - Second paragraph --- statement of request
 - Third paragraph --- justification of circumstances supporting the request
5. Letters of request or questions concerning procedures should be sent via email to:
 - Jordan Ray, Associate Registrar
 - jordan.ray@wku.edu
6. Further guidance/statement of support:
 - If the request for an exception is based upon alleged misadvisement, the student should provide a statement of support or clarification from the academic advisor.
 - **Undergraduate:**
 - Colonnade exceptions: you will need departmental support for the course you want to add. You will have to evaluate how the course meets the requirements for the section you want the course to fulfill. For example, if you are wanting an English course to count for Connections—Local to Global...you must evaluate the course requirements to the section requirements. Please see the requirements for each section: <https://www.wku.edu/colonnade/faculty-resources.php>
 - When a request pertains to an exception in a major or minor, the student should contact the head of the department for a recommendation. The recommendation from the department chair must be received prior to the time the request will be considered by the Committee. Students who request such an exception should, therefore, consult with the department chair prior to submitting the request.
 - **Graduate:**
 - Appeals for exception to academic program requirements or Graduate Policies are considered first by the Executive Director for Graduate Studies. Further appeals of those decisions may be submitted to the Office of the Registrar for consideration by the Committee on Graduate Credits and Graduation.
7. Students will be notified in writing of the Committee's decision. The Committee's decision is a final decision.