

W2 Appeal Form

This form is for students who wish to request W2 credit for a W2 course that they have taken previously but for which they did not sign the W2 roster at the beginning of the course.

Student Name: _____

Student ID Number: _____

W2 Course in Question: _____

Course Instructor: _____

Semester and Year Course Taken: _____

STEP 1: Attach an explanation of your situation and why you are requesting W2 credit now.

STEP 2: Obtain the signature of the original course instructor to the following statement.
(If that instructor is no longer on campus, you should talk to the appropriate department chair.)

This student completed the W2 course requirements for this course and should receive W2 credit for the course.

Instructor

STEP 3: Obtain the signature of your academic advisor.

Advisor

STEP 4: Obtain the signature of the chair of the Academic Appeals Committee.

Academic Appeals Committee Chair

STEP 5: Return the completed form to the Office of the Registrar.