EXCESS CREDIT FEE APPEAL

Per regulations set by the Nevada System of Higher Education, a 50% Excess Credit Fee on the per-credit registration fee shall be charged to degree/certificate seeking students who have accrued attempted credits equal to 150% of the credits required for the student’s program of study. **Attempted credits include all graded courses on a student’s transcript, including but not limited to the grades of F and W, and repeated courses.** The Excess Credit Fee shall be imposed on registration fees charged in all terms after passing the threshold number of credits. Completion of a degree may result in the removal of this fee.

This form is for students who are subject to the Excess Credit Fee and wish to appeal. It is expected that students submitting this appeal will take only classes each semester that fulfill their declared degree or certificate requirements.

**You must have declared the degree or certificate you are requesting an exception for.** You can declare a degree by submitting a Degree Program change form located at [http://www.wnc.edu/studentservices/admissions/forms/](http://www.wnc.edu/studentservices/admissions/forms/)

**An academic advisement report for the degree or certificate you are seeking must be attached or your appeal will not be considered.** For instruction on how to run an advisement report see [http://www.wnc.edu/files/departments/studentservices/counseling/how_to_run_advisement_report_as_student.pdf](http://www.wnc.edu/files/departments/studentservices/counseling/how_to_run_advisement_report_as_student.pdf) If assistance is needed, meet with a WNC Counselor.

Submit completed form to Admissions and Records or fax to 775-445-3147. Students are advised to submit no later than August 1, December 1, and May 1 for the fall, spring, and summer semesters, **with a deadline of no later than the first 5 working days of the applicable semester.**

**Note: Applications will only be accepted after a student is registered in classes for the semester of the appeal.**

Name (Please print): ___________________________________ Student ID Number: __________________

Phone: ________________  Semester of appeal: Fall ___  Spring ___  Summer ____  Year ____

Degree or certificate you are seeking: ______________________________________________________

Explain the circumstances that prevented you from completing your degree or certificate within the 150% credit limit guidelines.
Explain your plans to complete your degree or certificate and when you anticipate the completion.

Are you only enrolled in classes that apply to your declared degree? Yes ____ No ____
If no, explain why. In general, students appealing the Excess Credit fee are expected to take only classes each semester that fulfill their degree or certificate requirements.

Student’s Signature ___________________________ Date _____________

You will be notified of the decision of the Excess Credit Fee Appeals Committee by email. If approved the exception is granted for one semester only. You may only submit one appeal each semester.

For Office Use Only:
Approved: ____ Denied ____ Initials ____ Email Sent _____________
Comments: __________________________________________________

Updated 12/3/2014

2201 W College Parkway ● Carson City NV 89703 ● Phone (775) 445-3277 ● Fax (775) 445-3147 ● www.wnc.edu