

# EXCESS CREDIT HOUR ADJUSTMENT FORM

## INSTRUCTIONS TO STUDENT:

To request an adjustment of additional credit hours for exemption, students may submit this Form noting the courses or credits in question and including all needed/necessary documentation to support their claim. The request for adjustment will be reviewed within the Office of the Registrar.

**Deadline to request an adjustment to your initial Excess Credit Hour Baseline:** Adjustment requests of the initial Excess Credit Hour Baseline total must be received during the first 12 months at UWF, no exceptions. Per University Policy, appeals to the initial counter total that are received after the first 12 months of enrollment cannot be considered.

**Deadline to request an adjustment of credit hours earned while in attendance at UWF:** Adjustment requests of credit hours added to your counter after initial enrollment must be submitted within one year of the course being attempted, or the credit being posted to your UWF transcript will remain in your Excess Credit Hour Counter.

**Only the following circumstances are considered acceptable basis for appeals under Florida law:**

- College credit earned through articulated accelerated credit such as Advanced Placement (AP), International Baccalaureate (IB), CLEP, Dual Enrollment or AICE; as defined in [Section 1007.27, Florida Statutes](#)
- Credit hours earned through internship (Note: Cooperative educational experiences, directed individual studies, and other one-on-one instructional course are not considered internship under this law)
- Credit hours required for certification, recertification, or certificate programs, if the certificate is awarded
- Courses from which the student withdraws for reasons of medical or personal hardship
- Credit hours taken while on active-duty military personnel; Students will need to include a copy of your DD214 as part of the appeal
- Credit hours taken to achieve a dual major while pursuing a baccalaureate degree (NOTE: the law only exempts those hours required to obtain a dual major, rather than every credit hour in which a dual major student chooses to enroll). Exemptions for dual majors will be credited at the time of graduation if both majors are completed.
- Remedial and English as a Second Language (ESOL) credit hours
- Credit hours earned while participating in a Reserve Officers Training Corps (ROTC) program
- Paying the repeat surcharge for individual courses at another institution

**Supporting documentation must be submitted with an Excess Credit Hour Adjustment Form for consideration.** Examples of documentation may include College Board scores (AP or CLEP), International Baccalaureate (IB) exam results, military service records (DD214), or completed certification/recertification documentation.

UWF ID Number: \_\_\_\_\_ Name: \_\_\_\_\_  
First Middle Initial Last

UWF E-mail: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

## CREDIT HOURS IN QUESTION

SEMESTER COMPLETED	NAME OF UNIVERSITY	PREFIX & NUMBER	CREDIT HOURS	EXEMPTION REASON
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> TRANSCRIPT RE-REVIEW*
				<input type="checkbox"/> AP, IB, CLEP, AICE, DUAL ENROLLMENT <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> MEDICAL WITHDRAWAL <input type="checkbox"/> CERTIFICATION/RECERTIFICATION <input type="checkbox"/> PERSONAL HARDSHIP WITHDRAWAL <input type="checkbox"/> ROTC <input type="checkbox"/> ACTIVE-DUTY MILITARY PERSONEL <input type="checkbox"/> TRANSCRIPT RE-REVIEW*

\*Additional Remarks:

### REGISTRAR (OFFICE USE ONLY):

Excess Credit Hour Appeals Committee - Final Decision:     Approved     Disapproved    Date: \_\_\_\_\_