

ACADEMIC ACTIONS COMMITTEE
Appeal of an Academic Policy or Decision

DATE _____

NAME _____ STUDENT ID _____

ADDRESS _____ PHONE _____
Street City State Zip

- I. University of Wisconsin-Parkside policy or action you wish to appeal:
- Suspension for GPA below that required to remain enrolled in the University
 - OTHER,

Explain: _____

- II. Action you wish the Academic Actions Committee to take: *State clearly the nature and extent of your petition.*
(Use a separate sheet of paper if necessary)

- Waiver of suspension action
- Reinstatement upon completion of at least one year out of school
- Waiver of a University rule or requirement
- Deletion or amending your academic record
- Other (specify): _____

- III. Written Narrative: On a separate sheet, prepare a written (typed) narrative covering at least the following elements:

A. **Background:** Describe the conditions that have any bearing on your petition. This statement should include the personal, financial, academic, and attitudinal factors that have led to the situation you wish to appeal. All statements and situations should be documented if possible. For example, if there are medical reasons affecting your appeal you should include supporting statements of documents from doctors, clinics, or other medical professionals. The narrative should provide the reader with enough information to get a clear understanding of the factors that affected you past performance or actions at UW-Parkside.

B. **Your Plan:** State clearly your plans to improve your performance. For example, if you are asking for readmission, what courses do you plan to take and why did you select those specific courses? If you are asking for a waiver or substitution of a requirement, what requirements are you appealing, and why is this waiver or substitution necessary to your academic success?

C. **Why This Petition Should Be Granted:** What is there about your appeal that is so compelling that an exception to the university's rules or policies should be granted? How have the conditions described in Section A changed, in the case of academic suspension, to insure success now when you weren't successful in the past? In the case of an appeal of a requirement or a record change, what unfairness or hardship does the current situation cause? Why should you be an exception to a requirement that over 99% of your fellow students must fulfill? This section is your opportunity to argue your case.

(For office use only)

UNIVERSITY ACTION ON APPEAL

- Granted
Conditions (if any) _____

- Denied
- Denied with suggestions for any future appeal _____

DATE _____ University Official Signature _____ Student Signature _____

RETURN COMPLETED FORM WITH WRITTEN APPEAL TO THE ADVISING CENTER, UW-PARKSIDE,
WYLL D175, 900 WOOD RD/BOX 2000, KENOSHA, WI, 53141-2000, OR FAX (262)595-2181