All appeals and supporting documents must be submitted electronically to the Academic Actions Committee by Friday, June 6, 2014. No exceptions.

**Academic Actions Committee Student Appeal Form**

The Academic Actions Committee reviews and acts on student’s appeals regarding:

1. Special consideration as provided by the admissions requirement policy
2. Cases of academic probation, drop actions and readmissions of students dropped for academic reasons
3. Waivers of University-wide academic policies, including, but not limited to, requests for waivers of general degree requirements
4. Deletions in their official academic record, exclusive of complaints or grievances involving individual course grades

Appeals must be submitted electronically to academicaction@uwp.edu

Appeals must adhere to established guidelines and procedures.

Contact the Advising and Career Center for further guidance and support. Phone: 262-595-2040 Email: academicaction@uwp.edu

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID#:</th>
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<tr>
<th>Phone:</th>
<th>Email: Notification of decision will be sent to UW-P Rangermail. If you are not a current student, please provide another email address. →</th>
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**Subject of Appeal**

- [ ] Late Drop
  - Term/Year
  - Course
  - Class # (4 digit number)

- [ ] Late Add
  - Term/Year
  - Course
  - Class # (4 digit number)

- [ ] Late Withdraw (drop all courses)
  - Term/Year

- [ ] Readmission due to Academic Suspension
  - Term/Year of Suspension
  - Is this your first Academic Suspension?
    - YES
    - NO

- [ ] Other (specify):

**Students must complete / prepare the following and submit with this appeal form:**

- Read Guidelines for Academic Appeals (attached)
- Academic Actions Student Appeal form
- Narrative – must be submitted as a separate Word document
- Supporting documentation is **REQUIRED**.
- Students are encouraged to meet with an advisor to review their documents prior to submission.
- Note: Attendance at the Academic Actions Committee meeting is strongly encouraged. The Committee will meet on June 13, 2014.

I have read this Academic Actions Appeal Form and the Guidelines for Academic Appeals in its entirety and have prepared/submitted all required documents for committee review. I understand that this request may have an impact on my academic records. I understand that this request may have an impact on my financial aid status and/or past, current, or future eligibility or award. I further understand that processing this request may produce a balance owed and it is my responsibility to contact the Cashier’s Office and determine what charges, if any, have been added to my account. There will be no tuition refund or reduction of financial obligation to the University based on processing of this request.

<table>
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<tr>
<th>Student Signature</th>
<th>Date</th>
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**Academic Actions Committee Decision**

- [ ] Granted
- [ ] Denied

Comments:

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<tr>
<th>Date</th>
<th>Academic Actions Committee Member Signature</th>
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All appeals and **supporting documents** must be submitted **electronically** to the **Academic Actions Committee** by **Friday, June 6, 2014. No exceptions.**

**Guidelines for Academic Appeals**

academicaction@uwp.edu

The Academic Actions Committee reviews and acts on student’s appeals regarding:

5. Special consideration as provided by the admissions requirement policy
6. Cases of academic probation, drop actions and readmissions of students dropped for academic reasons
7. Waivers of University-wide academic policies, including, but not limited to, requests for waivers of general degree requirements
8. Deletions in their official academic record, exclusive of complaints or grievances involving individual course grades

Appeals must be submitted to the Advising and Career Center and adhere to established guidelines and procedures.

**APEAL TYPES AND STUDENT PREPARATION INSTRUCTIONS**

**Waivers of a University Requirement; Deletion or amending academic record; or other academic policies**

Students must complete / prepare the following:

- Academic Actions Appeal form
- Narrative – must be submitted as a separate Word document (Part III. of the Academic Actions Appeal form)

**Supporting documentation is REQUIRED.**

- Students are encouraged to meet with an advisor to review their documents prior to submission.

**Appeals for Re-Entry**  *(Waiver of suspension actions or reinstatement upon completion of at least one year out of school)*

Students must complete / prepare the following:

- Academic Actions Appeal form
- Narrative – must be submitted as a separate Word document (Part III. of the Academic Actions Appeal form)

- Success Contract

- Students are **required** to meet with an advisor to review their documents prior to submission.

- **Supporting documentation is strongly recommended**

- Re-Entry Application (required of students who have not attended UW-Parkside for two semesters)

- Unofficial Transcripts*
  
  *From other schools you’ve attended since last attending UW-Parkside, if applicable

**NOTE:** Request for appeals may have an impact on academic records as well as financial aid eligibility and award. Request may also produce a balance owed. Contact the appropriate office to review your status prior to your submission of the appeal to the Academic Actions Committee.

Students are strongly encouraged to consult with their Advisor for additional assistance and academic planning/mapping towards graduation. Feel free to contact the Advising and Career Center for further guidance and support. For appointments or general questions, call 262-595-2040 or email academicaction@uwp.edu
Guidelines for Your Appeal Narrative

The academic appeal process involves a petition for an exception to an academic policy, procedure, and/or deadlines. Academic appeals are adjudicated by the Academic Actions Committee. It is a serious matter and requires your thoughtful consideration and reflection on the nature of your appeal. Your appeal must have a defined purpose and rationale that is clearly articulated in the written narrative. This document has been designed to assist you in writing your narrative. You are strongly encouraged to consult with your advisor for assistance.

- Your appeal narrative must be typed. Your name must be included. Your signature should be at the end of the narrative.
- Your narrative must state the type of appeal; be clear and specific.
  - What are you appealing?
  - What are you asking to be changed or waived?
- You should also state the grounds for your appeal. Provide detailed and substantiated reasoning for your appeal; your rationale should be well-defined.
  - What is your argument?
  - Why should your appealed be considered?
  - Do you have documented evidence to support your argument?
- Your narrative must include a description of the condition/event/situation and its impact on you and your decision to submit an appeal. This should include a timeline of events, the extent to which this condition/event/situation affected you and the current state of the condition/event/situation.
- You must state how your requested exception to an academic policy will impact your academic status and/or progress.

You are required to submit supporting documentation. The following list includes some types of supporting documents. NOTE: These are just examples; it is not a complete list. You must determine and secure the supporting documents which substantiate your appeal. You should only submit documents which are relevant to your appeal.

- Letters of recommendation from advisor, instructor, or employer
- Medical documentation – letter from physician or medical provider
- Legal documents or reports

The documentation you submit will only be used for the review of your appeal to the Academic Actions Committee. You may request that these documents be returned to you upon completion of the review.

It is recommended that you work with your advisor to prepare your appeal. Email academicaction@uw.edu for additional information.