

Academic Actions Student Appeal Form

All appeal documents must be submitted as one pdf and emailed to academicaction@uwp.edu

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

1. Late drops or late withdrawals
2. Readmission following academic suspension
3. Waivers of university academic policies, including requests for waivers of general degree requirements
4. Deletions from a students’ academic record, excluding grievances involving individual course grades

Contact your Academic Advisor for further guidance and support

Name:		Student ID#:	
Phone:		<i>Email: Notification of decision will be sent to UW-P Rangermail. If you are not a current student, please provide another email address. →</i>	
Subject of Appeal			
<input type="checkbox"/> Late Drop	Term/Year	Course	Class # (4 digit number)
<input type="checkbox"/> Late Add	Term/Year	Course	Class # (4 digit number)
<input type="checkbox"/> Late Withdraw <i>(drop all courses for the semester)</i>	Term/Year		
<input type="checkbox"/> Readmission due to Academic Suspension	Term/Year of Suspension	Is this your first Academic Suspension? YES NO	
<input type="checkbox"/> Other (specify):			

PLEASE READ!

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 to 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.

Student Signature

Date

Steps to Follow

Choose either “**Waiver of a University Requirement**” or “**Re-entry**”
and complete the steps listed below

Waiver of a University Requirement

(Deletion or amending of an academic record; or other academic policy)

Students must complete / prepare the following:

- Academic Actions Appeal form
- Narrative – must be a separate Word document
- Supporting documentation (when applicable)
- Students are encouraged to meet with an advisor to review their documents prior to submission.

Re-Entry

(Appealing an academic suspension)

Students must complete / prepare the following:

- Academic Actions Appeal form
- Narrative – must be a separate Word document
- Pathways to Success Contract (must be signed by an academic advisor)
- Students are **required** to meet with an advisor to review their documents prior to submission
- Supporting documentation is strongly recommended (when applicable)
- Re-Entry Application (Required of students who have not attended UW-Parkside for two semesters. Apply online – form can be found on the Admissions website)
- Unofficial Transcripts (From other schools you’ve attended since last attending UW-Parkside, if applicable)

NOTE: PLEASE SUBMIT ALL DOCUMENTS AS ONE PDF!

Academic Actions Committee Decision

Granted

Denied

Academic Actions Committee Member Signature

Date

Comments: