

UW-Milwaukee College of Health Professions and Sciences Student Appeal Form

Student Information

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

Current Major: Click or tap here to enter text.

Current Academic Advisor: Click or tap here to enter text.

Type of Appeal (check all that apply):

Drop course after the drop deadline (please indicate course and semester/year): Click or tap here to enter text.

Withdraw from all courses after the published deadline for semester/year: Click or tap here to enter text.

Return after an academic drop but prior to completing drop timeline (indicate return semester): Click or tap here to enter text.

Repeat course after two or more attempts (indicate course and future semester): Click or tap here to enter text.

Student Consent: I give the Student Affairs Office permission to provide copies of the appeal and educational records to all members of the Academic Actions Appeal Committee.

Student Signature or E-signature: Click or tap here to enter text.

Directions:

Write a statement that informs the Appeals Committee about the reasons for your appeal and the plans or strategies you intend to use moving forward. If applicable in your case, consider the following questions as you draft your letter of appeal.

- What circumstances caused your lack of success, and how has that been rectified?
- To what extent were you diligent about attending class?
- If improving academic performance is your goal, what kind of help do you think you need or will you pursue to reach your goal?
- How will you manage the various demands on your time both in and out of class?

If necessary, attach any documentation that would support your case for an appeal.

Appeal Hearing Procedure

Appeals are heard on Microsoft Teams until further notice and will be held the first Monday of each month. Students are sent a link to the meeting and will meet with the appeals committee at their scheduled time. Students who are more than 10 minutes late to their appointment or who do not have proper documentation may be asked to reschedule. You will meet for approximately 30 minutes with the appeals committee whose members are the undergraduate academic advisors.

Discussion begins with you explaining the nature of your appeal and presenting any pertinent documentation or relevant information. When all parties are satisfied with the information presented and have no additional questions, the Chairperson ends discussion and informs you that you may anticipate receiving a final decision via email within 48 hours.

To cancel or reschedule your appeal, email your advisor, or call 414-229-5047.

The decision of the appeals committee is final; it is not possible for you to appeal the decision.

Administrative Use Only	Decision:	Voting Members:			
	<input type="checkbox"/> Granted <input type="checkbox"/> Denied	<input type="checkbox"/> K. Kougl	<input type="checkbox"/> B. Mueller	<input type="checkbox"/> K. Nack	<input type="checkbox"/> C. Sampson

IF YOU WANT TO:	YOU NEED TO:
<p>Drop a course after the published deadline.</p>	<p><i>When you have a medical or health related reason for doing so (within the last academic year):</i></p>
	<ol style="list-style-type: none"> 1. Complete the Dean of Students Medical Withdrawal Form and include the following: a statement addressing the reason for the withdrawal request, and medical documentation that clearly states why the condition necessitates a withdrawal. 2. Obtain approval of the Appeals Committee. 3. Connect with Dean of Students Office with any questions: 414-229-4632; dos@uwm.edu
	<p><i>When you do NOT have a medical or health related reason for doing so:</i></p>
<p>Withdraw from all courses in a given semester after the published deadline.</p>	
	<ol style="list-style-type: none"> 1. Complete the Dean of Students Medical Withdrawal Form and include the following: a statement addressing the reason for the withdrawal request, and medical documentation that clearly states why the condition necessitates a withdrawal. 2. Obtain approval of the Appeals Committee. 3. Connect with Dean of Students Office with any questions: 414-229-4632; dos@uwm.edu
	<p><i>When you do NOT have a medical or health related reason for doing so:</i></p>
	<ol style="list-style-type: none"> 1. Schedule an appeal hearing by calling (414) 229-5047 or contacting your advisor. 2. Complete the Student Appeal Form and Withdrawal Form and bring them to the hearing along with a typed statement addressing the reason for the withdrawal request. 3. Obtain approval of the Appeals Committee.
<p>Request reinstatement after an Academic Drop.</p>	<ol style="list-style-type: none"> 1. Schedule an appeal hearing by calling (414) 229-5047 or contacting your advisor. 2. Complete the Student Appeal Form and bring it to the hearing along with a typed statement addressing the reason for academic difficulty and plans for future success. 3. Obtain approval of the Appeals Committee. 4. When required by the committee, complete and sign a contract with your academic advisor in which the terms of your reinstatement are stipulated.
<p>Seek exception to the University Repeat Policy, excluding OWCA classes.</p>	<ol style="list-style-type: none"> 1. Schedule an appeal hearing by calling (414) 229-5047 or contacting your advisor. 2. Complete the Student Appeal Form and bring it to the hearing along with a typed statement addressing the reason for academic difficulty in your first two attempts of the course and the steps you will take for a successful outcome if allowed to repeat. 3. Partner with your advisor to complete a Registration Change Form to enroll in the course. 4. Obtain approval of the Appeals Committee, which will typically specify the semester in which the course may be repeated.