

Student Support Services Program (SSS) Academic Drop Appeals Policy

A University Academic Drop can be appealed if the student believes there are circumstances that should be considered that were beyond the student's control and/or were unforeseeable, and which prevented the student from earning at least a 2.00. The student must document these circumstances with supporting documentation from appropriate professionals. To appeal, the student must submit to their SSS advisor an Academic Drop Appeal form and written statement of appeal. The Statement cannot be longer than two double spaced pages and must be signed and dated by the student. The statement and the Drop Appeal form, with supporting documents (e.g. doctor's note, court papers) must be submitted on or before the deadline in the Academic Drop notification letter. (The documentation must include evidence that sufficient progress has been made toward resolving the circumstances which prevented the student's achievement of minimum academic standards (2.00 gpa).

Reentry to the University after completing the academic drop (one or four semesters)

Summer does not count as a semester away from the University. A student may request re-admission to the University by completing the Undergraduate Reentry Application, available from the Admission Office, Mellencamp 274. **THE APPLICATION FOR REENTRY MUST BE SUBMITTED TO THE SSS OFFICE BY MAY 1 FOR THE FALL TERM OR OCTOBER 1 FOR THE SPRING TERM.** In order to be considered for reentry by SSS, the student must provide evidence that the circumstances that lead to their academic drop have been resolved and that he/she is now prepared to be successful. One or more of the following (depending upon the student's particular situation) should be done before requesting reentry to UWM:

1. UW-Milwaukee "Incomplete" grades have been completed, resulting in the removal of the academic drop.
2. Six credits of academic course work completed at another college or university with at least a grade of B or better in each course (12 credits for a 4 semester drop) documented on an official transcript.
3. Sufficient progress has been made toward resolving circumstances that prevented the student's earning at least a 2.00 GPA. Written confirmation by the appropriate professional must be submitted with the reentry application (e.g., written statement from a physician).

An appeal for early reentry from a four semester drop can be made after a minimum of a one year absence from the University if sufficient progress, as listed above, has been met to justify an early reentry. In this case the student would need to have earned a minimum letter grade of "B" for course work completed.

Drop appeal materials will be reviewed and an appeal decision rendered. The student will be notified in writing of the decision.

Probation/Academic Drop Review Statement Guidelines

Your letter must contain your name, UWM ID, current address, phone, email (if your UWM acct is no longer active) and signature. Please prepare a statement not more than (2) pages (double-spaced, 12 point font, one inch margin) that addresses the following areas.

- 1 Describe the circumstances that resulted in your being placed on Academic Probation or being academically dropped from UWM and what you could have done to prevent this from happening.
- 2 What are your short and long term educational goals, what specific skills and knowledge do you want to pursue?
- 3 Describe your study sessions, when, where and how long, how frequently.
- 4 Describe the extent to which you utilized support services on campus (e.g., Writing Center, PASS (tutoring), First Year Center, SSS Mentor/s, Advisor).
- 5 Describe the kind of relationships you would like to have with your instructors.
- 6 Describe in detail the actions that you would take to have a successful semester.

**PRELIMINARY REVIEW/
ACADEMIC DROP APPEAL FORM**

Date _____
Student Name: _____ Age: _____
Student ID Number: _____ Major: _____
Year in School: _____ Cum GPA: _____

Number of hours employed per week during your last semester at UWM: _____
Employer: _____
Job Status/Title: _____

Answer the below questions related to the last semester you attended UWM.

How many hours outside of class time do you study per week? _____

How many classes have you missed this past semester? _____

If more than three (3) absences per course, please explain:

How many times during the semester did you meet with your advisor? _____

Did you discuss your academic difficulties with you advisor? _____

How many times during the past semester did you meet with your instructors and/or TAs? (specify course[s]):

1. _____ (# of times)
 (course title)
2. _____ (# of times)
 (course title)
3. _____ (# of times)
 (course title)
4. _____ (# of times)
 (course title)
5. _____ (# of times)
 (course title)

List the course(s) for which you received tutoring and number of times you met with the tutor.

1. _____
2. _____
3. _____

List the course(s) you attempted to receive tutoring for which it was NOT available.

1. _____
2. _____

Compose a statement that addresses the guidelines outlined on the back of this page. (Please remember to sign and date.)

Student Signature: _____ Date: _____

Day Phone #: () _____

Email Address: _____ Evening Phone #: () _____

Student Support Services
ACADEMIC PROBATION/DROP APPEAL

Student Name

Student Campus ID

Address

E-mail & Phone

I agree to the following:

- Repeat the following courses: _____

- Limit next semester credits to _____.
- Create Study Schedule with Advisor _____.
- Meet with my advisor _____.
- Study a minimum of 2-3 hours per credit, per week.
- Attend all classes including discussions and labs.
- Drop courses if necessary on a timely basis.
- Other: _____

I agree to comply with the above items. I also understand that if I fail to achieve a 2.0 grade point average I will be dropped from the University.

Student Signature

Date

**STUDENT SUPPORT SERVICES PROGRAM
Academic Intervention Self-Assessment**

Complete this assessment, **print** it and be prepared to **discuss** these topics with your academic adviser. You must bring this document to the meeting with your academic adviser before the 2nd week of classes. Please contact your advisor to arrange a meeting. The goals of the meeting with your adviser include:

- ✓ Evaluating current class schedule and making changes as needed,
- ✓ Identifying obstacles from the previous semester that impacted your academic success,
- ✓ Building a strong working relationship between you and your academic adviser.

Name:	Email:	Phone (cell # appreciated):
Major:	Cumulative GPA:	Semester GPA:
Academic Adviser (Check one): DEMOND ___ Sarah ___ KAREN ___ Next Appointment:	Cumulative Credits (#):	Semester Credits (#):
		Student ID #: ____ - ____ - _____

B. In reviewing your academic performance, what obstacles have impacted your grades? **Check all** that apply and **circle the top 3** obstacles that have impacted your academic progress.

<p><u>Academic:</u> <input type="checkbox"/> Did not attend all classes, required labs and supplemental instruction sessions. <input type="checkbox"/> Did not maintain communication with professors/instructors/TA's regarding progress. <input type="checkbox"/> Did not seek support from advisor/mentor/instructors/on-campus support services. <input type="checkbox"/> Did not study at least two hours a week per credit and complete all assignments on time. <input type="checkbox"/> Did not drop, add or withdraw courses only with the approval of the SSS academic advisor. <input type="checkbox"/> Did not meet all deadlines/dates for adding, dropping or withdrawing from courses as listed in the Schedule of Classes. <input type="checkbox"/> Did not work cooperatively with the SSS advisor to determine appropriate courses and credit load. <input type="checkbox"/> Did not follow the recommendations of the advisor and did not utilize academic support services including those offered by the SSS and the Panther Academic Support Services (PASS). <input type="checkbox"/> Did not keep SSS advising services informed of my academic progress and any situations that may have affected my academic progress. <input type="checkbox"/> Did not schedule regular advising meetings; minimum 2x's/month for 1st semester freshmen and students on - academic probation, 1x/month for all other students. <input type="checkbox"/> Did not register for only the advisor approved course recommendations listed on the Pre-Registration/Academic Contract.</p> <p>Other: _____</p>	<p><u>Personal/Other:</u> <input type="checkbox"/> Financial difficulties <input type="checkbox"/> Health problems <input type="checkbox"/> Hard to get out of bed in the morning <input type="checkbox"/> Use or abuse of alcohol or other substance(s) <input type="checkbox"/> Possible learning disability <input type="checkbox"/> Difficulty sleeping at night <input type="checkbox"/> Pressure, stress, anxiety or tension <input type="checkbox"/> Over-involved with extra-curricular activities <input type="checkbox"/> Lack of motivation</p> <p>Other: _____</p> <p>Other: _____</p>
<p><u>Major/Career</u> <input type="checkbox"/> Uncertain about major <input type="checkbox"/> Changed major one or more times <input type="checkbox"/> No clear career goals <input type="checkbox"/> Not sure why I'm in school <input type="checkbox"/> UWM may not be the place for me</p> <p>Other: _____</p>	<p><u>Family/Social Adjustment</u> <input type="checkbox"/> Working too much (# Hours/Week _____) <input type="checkbox"/> Roommate or Relationship issues <input type="checkbox"/> Personal/family situation <input type="checkbox"/> Moved away from home/homesick <input type="checkbox"/> Difficulty adjusting to college life <input type="checkbox"/> Hard to make friends/Loneliness</p> <p>Other: _____</p>

Other factors not listed above, please attach separate sheet.

C. Explain in detail the **three most significant obstacles** that affected your academic performance. **You may use another sheet to respond to the questions below.**

Obstacle	Explain each obstacle's impact on your success	How can you eliminate that obstacle?
1.		
2.		
3.		

D. What **academic or personal support resources** have you utilized at UWM (tutoring, student counseling, & etc.)?

Plan of Action

E. Think about a **plan of action** for getting the semester off to a strong start. Include meetings with your adviser & instructors, tutoring, and other resources. Discuss this plan with your adviser.

	<u>GOAL</u>	<u>ACTION PLAN</u> (Dates, follow-up meetings, & etc.)	<u>AVAILABLE RESOURCES</u> (Tutoring, professors office hours & etc.)
1.			
2.			
3.			
4.			

**Keep a copy of this assessment for future adviser meetings.*

Office use only:

Adviser Initials _____
Original Copy – Student

Date: _____
Photocopy – Advisee File