



**Academic Affairs**  
University of Wisconsin-Stevens Point

**ACADEMIC SUSPENSION APPEAL FORM**

Academic suspension is a consequence of consistent failure to progress academically. Suspension is designed to permit a student time to consider how to make fundamental adjustments in their attitude, work habits, or chosen pathway before continuing their studies.

Students are expected to serve their terms of suspension and appeals are stringently evaluated. Successful appeals are generally granted only for students who can document a serious unforeseen circumstance. Unforeseen circumstances include - but are not limited to - serious injury or illness of the student or a family member, death of a family member, or similarly disrupting experiences. Finally, successful appeals must demonstrate to the committee that the underlying condition(s) that led to the suspension have been addressed or will be through a concrete plan.

Appeal packets must be received by **noon on Friday, June 7<sup>th</sup>, 2024**. Packets that are incomplete or late will not be reviewed. Questions about the appeal process should be directed to the Office of the Registrar at [registrar@uwsp.edu](mailto:registrar@uwsp.edu).

**SECTION I: STUDENT INFORMATION**

_____ Last Name	_____ First Name	_____ UWSP ID Number
_____ UWSP Email	_____ Cell Phone	_____ Advisor
_____ Street Address		
_____ City	_____ State	_____ ZIP

**Please initial the following:**

\_\_\_\_\_ I understand that if this appeal is approved, I will be reinstated on probation and must earn a semester GPA of 2.00 or higher in Fall 2024. Once approved, I understand that this appeal paperwork may be shared with the Retention Specialist and my academic advisor(s).

\_\_\_\_\_ I understand that if this appeal is granted, I will be required to meet with the Retention Specialist, Dr. Sally Cayan, to prepare an academic plan for how to manage and succeed in my courses.

\_\_\_\_\_ I understand that if this appeal is denied, I must serve my term of suspension and will not be eligible to re-enroll until Spring 2025.

## SECTION II: EXPLANATION

1. Academic suspension is a consequence of a sustained failure to succeed academically and it results from at least two semesters with a semester GPA below 2.0. Please explain the circumstances that led to your academic suspension *this past semester and previous semesters* and how they have been resolved to permit you to perform at a satisfactory level if your appeal is approved.
  - a. Extenuating circumstances that occurred this past semester:
  - b. Issues from semester(s) prior to last that led to being placed on Warning/Probation:

2. If your suspension appeal is granted, what will be different for you in your approach to your academic studies next semester? Which of the following resources will you commit to using? Check all that apply and explain below.

seeking personal counseling at an outside counseling center or assistance from the UWSP Counseling Center

utilizing the Tutoring-Learning Center (academic coaching, Study Hub, STEM tutoring, Writing Center, Tech Essentials Training, etc.),

meeting with financial advisors out of the School of Business and Economics, or a staff member in the Office of Financial Aid & Veterans Services,

meeting with my professors during their office hours or request additional help outside of class,

meeting with my academic advisor,

meeting with a career advisor in the Academic and Career Advising Center (ACAC),

meeting with a staff member in Diversity & College Access, Disability Resource Center, or the Dean of Students Office

Other

(Please be specific in your plans for next semester)

3. Please provide any additional information regarding your plan for success if your appeal is granted. For example: I will commit to working no more than 15 hours per week at my part time job; I have already set an appointment on Navigate with my advisor and will discuss switching from 17 credits to 14 to make the load more manageable; etc.

### **SECTION III: DOCUMENTATION**

To appeal a suspension, students must submit an appeal packet which includes:

1. this form with all sections completed, including initialed and signed statements; and
2. documentation of the unforeseen circumstances.

Please describe the documentation you are submitting as evidence of the unforeseen circumstances that contributed to your academic difficulties – especially in the recent semester that led to your suspension.

These may include – but are not limited to – documentation such as medical records, an obituary, police/fire reports, etc. Make sure to explain how each document relates or supports your suspension appeal.

#### SECTION IV: ACKNOWLEDGEMENTS

Suspension appeals will be reviewed by the Academic Appeals Committee. The committee will consider information submitted in the appeal packet as well as the student's academic record. The committee may independently seek information from campus personnel, such as faculty, instructional staff, advisors, student success staff, and the Dean of Students. Decisions will be communicated by email to the student's UWSP email account.

By signing this form, I certify that all information and documentation is authentic, accurate, truthful, and complete.

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Signature

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Date

This packet can be submitted to the Office of the Registrar in one of the following ways:

US Mail	Email	Fax
Office of the Registrar 1108 Fremont Street Stevens Point, WI 54481	registrar@uwsp.edu	715-346-2558