

**University of Wisconsin-La Crosse  
College of Science and Health**

**Appealing Your Ineligible to Return Status**

Students declared academically Ineligible to Return may appeal their status by writing a 1-page, detailed letter of appeal addressed to the *Dean's Appeals Committee*. Please follow the directions provided below:

- 1) The Committee appreciates all the information you may supply, and your appeal should address these questions:
  - a. What has contributed to your poor academic performance?
  - b. How will you improve your performance this coming semester?
  - c. What major/academic program do you intend to pursue?
  
- 2) Letters should be no more than one 1-page in length and ***must include a current mailing address and phone number.***
  
- 3) ASAP, you will want to direct your appeal to the College of SAH Dean's Office – Academic Services Office. Your appeal should be sent ASAP by email, fax or mail as directed below:
  - *Email:* [cburkhardt@uwlax.edu](mailto:cburkhardt@uwlax.edu) or [gherling@uwlax.edu](mailto:gherling@uwlax.edu)  
**NOTE:** If emailing the letter, *send from your UW-L email address;*
  - *Mail:* **228 Graff Main Hall, 1725 State Street, La Crosse, WI 54601;**
  - *Fax:* **608-785-6520.**
  
- 4) *Please direct all correspondence and questions to:*
  - **228 Graff Main Hall, 608-785-8156.**

If your appeal is **approved** by the *Dean's Appeals Committee* you will be permitted to return on probation this coming semester.

However, if your appeal is **denied** by the Dean's Appeals Committee you have the right to bring your original appeal before the Committee for Academic Policies and Standards (CAPS). This faculty committee will hear appeals made in-person by students on **August 29, 2012** in the Faculty Senate Chambers, 325 Graff Main Hall. This is the final level of appeal; if CAPS denies the appeal, you must remain out of school for two semesters.

**Appeals Process**

	Appeal Format	Priority Date	Outcome of Appeal
<b>1. Dean's Appeal Committee</b>	Letter of Appeal	Before June 5, 2012- to avoid elimination of your Fall 2012 class schedule	Successful—allowed to return on probation Unsuccessful—ineligible status remains, may appeal to CAPS
<b>2. Appeal to CAPS</b>	Appeal In-person before faculty committee	Please contact the Dean's Office for the date to appeal in person before CAPS	Successful-- allowed to return on probation Unsuccessful—ineligible status remains for at least one academic year