Students must maintain a minimum academic standard in order to continue at UWL. Based on grades earned at UW-La Crosse, a student will be assigned a Good Standing, Probation, or Ineligible to Return status. These standards are defined in the  [UWL Catalog in the Academic Regulations and Student Conduct section under the subsection of Retention, Probation, and Suspension](http://catalog.uwlax.edu/undergraduate/academicpolicies/academiceligibility/#retention-standards) . It is possible for a first semester student or for a student never before on Probation to be declared Ineligible to Return!

***If you are declared ineligible***to continue at the end of the semester, you have the right to appeal the decision.  Read instructions below for further information.

**Appealing Your “Ineligible to Return” Status**

Students declared “Ineligible to Return” may write a letter addressed to the members of the College of Business Administration Dean’s Office to appeal their status. To write a letter of appeal, please follow the guidelines below.

* Letters of appeal should be no more than one page in length and address the following questions:
	+ What factors beyond your control contributed to your poor academic performance?
	+ What specific steps will you take to improve your performance this coming semester?
	+ What major and/or academic program do you intend to pursue?
* Letters should be sent as soon as possible to nvidden@uwlax.edu  from your UWL email account (preferred).

If the members of the Dean’s office **approve**your appeal, you will be readmitted to the University and your academic standing will be changed to “Probation II.”

If the members of the Dean’s office **deny**your appeal, 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 before the semester begins. This is the final level of appeal. If CAPS denies the appeal, you will remain “Ineligible to Return” and will be eligible to apply for readmission after your ineligibility period has ended.

Please be aware of two critical dates regarding letters of appeal:

**Thursday, January 12th, 2017**: Your Spring 2017 class schedule will be saved if you submit an appeal letter and are readmitted by the members of the Dean’s office by this date.

**Tuesday, January 17th**: This is the last day to submit a letter of appeal to be considered for readmission for the Spring 2017 semester.

Any questions or concerns regarding academic eligibility and/or the appeals process should be directed to the College of Business Administration Dean’s Office at (608)-785-8090.