

University of Wisconsin-La Crosse
ESS – Athletic Training
Academic Program Appeal

Procedure for Appeal for Readmission

If a student wishes to appeal for readmission, the request for a formal appeal must be made in writing (letter or email) to the Athletic Training Program Director within 10 calendar days of receiving official notice of dismissal from the College of Science and Health. The request will contain the reason/s for appeal. Students will be advised of their rights and privileges by the Program Director. If the Program Director is unavailable, then a delegate faculty member will be established.

The Program Director or delegate will acknowledge receipt of the written appeal request within 2 working days. The Program Director or delegate will determine a time when the majority of faculty will be present prior to the beginning of the next semester.

Prior to the appeal meeting, the student must provide the Program Director or delegate with a letter describing factors that contributed to the student's performance, extenuating circumstances (if any), status of most recent action plan (if any) and specific new strategies that may contribute to the student's success if they are readmitted. The Program Director or delegate will disseminate the letter to the faculty in advance of the appeal meeting. The Program Director or delegate will set a deadline for receipt of the student's appeal letter so that faculty have adequate time to review before the meeting. The deadline will, in most circumstances, be 5 working days prior to the meeting. Under no circumstances will it be less than 2 working days prior to the meeting. Failure to submit an appeal letter by the deadline to the Program Director or delegate will result in automatic denial of the student's appeal.

The Program Director or delegate will appoint a faculty member to chair the committee. The student presentation, and question and answer of the faculty will be recorded to maintain documentation of the event. The appeal meeting will be conducted as follows:

- The student will be given time to describe the basis for the appeal and provide supporting documentation to the program faculty.
- Faculty may ask the student questions regarding the appeal and action plan.
- The student will be excused, and program faculty will deliberate the appeal decision.

The possible decisions the committee can make are:

1. Support the appeal with or without conditions regarding readmission to the Program.
2. Deny the appeal and reaffirm the student's dismissal from the Program.

The Program Director or delegate will notify the student of the outcome of the appeal decision as soon as possible after the meeting. Written documentation of the appeal decision will be given to the student, Department Chair, Dean of College of Science and Health, and Dean of Graduate and Extended Learning within 5 working days of the appeal meeting. This documentation will also be filed in the student's permanent record.

Updated: 8/23/2023

Any student who is not readmitted to the Athletic Training Program will be advised of their right to appeal to Graduates Studies per <http://catalog.uwlax.edu/graduate/academicpolicies/academiceligibility/#readmission-after-dismissal>