

**UW – MARINETTE
STUDENT APPEAL FORM**

1. Please type (or print in black ink) the following information:

Name: _____

Address: _____

Telephone: _____ Student ID: _____

Type of Appeal:

_____ a) late add

_____ b) late drop

_____ c) late withdrawal

_____ d) academic action (e.g. suspension)

_____ e) other (specify) _____

Course (s) involved and instructor (s):

2. Attach a typed written description of your appeal and reasons for it. If you are appealing an exemption for an add, drop, or withdrawal deadline, you must explain the extraordinary circumstances that justify your appeal. Describe any consultation you had with instructor (s) at the time. Attach any documents that would support your appeal by verifying relevant circumstances (e.g. a letter from a doctor or lawyer)

If you are appealing an academic action, such as suspension, explain why you think our appeal is justified. Describe the problems or circumstances that led to inadequate academic achievements, and the changes you are making to prevent their recurrence and ensure academic improvement.

3. Have the appropriate Student Services Advisor and professor (s) complete the boxed section on the back of this sheet.

Check here if you wish to NOT have the Curriculum Committee Student Representative sit on the committee to review your appeal.

For Office of Student Services use only:

Date discussed: _____

Recommendations of Student Services: _____

Signature: _____

For Instructor (s) use only:

Date of conference with student: _____

Recommendation of instructor: _____

Signature: _____

Date of conference with student: _____

Recommendation of instructor: _____

Signature: _____

Date of conference with student: _____

Recommendation of instructor: _____

Signature: _____

Date of conference with student: _____

Recommendation of instructor: _____

Signature: _____