

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Appeal for Academic Reinstatement Form

Appeals following a dismissal are only reviewed if the student can provide evidence or documentation of extenuating circumstances. A student appeal for academic reinstatement includes the following items: a completed Appeal for Academic Reinstatement Form, a typed appeal narrative (see page 2 for directions), and verified documentation, as appropriate.

Students are required to submit all documents together via email to OfficeoftheProvost@cuw.edu. The Academic Standards Committee cannot accept hard copies of appeals. **Incomplete appeals and/or appeals submitted after the deadline will not be considered.**

Appeal Deadlines:

Fall Reinstatement: July 1

Spring Reinstatement: October 1

Summer Reinstatement: March 1

To be completed by the student

Student Name:

Address:

Today's Date:

Student F00:

Phone Number:

Email Address:

Major, prior to dismissal:

Intended Major, if appeal is granted:

Residential student, prior to dismissal:

Residential student, if appeal is granted:

By completing this form and signing below, I understand the following:

- I understand that this appeal for reinstatement is NOT automatic and that there is no guarantee I will be permitted to attend CUWAA in the future.
- I understand that my appeal must be completed and received by the deadline specified for the term I wish to seek reinstatement.
- I agree to allow the Academic Standards Committee to retrieve any and all pertinent information so that they may make the best-informed decision on my behalf. I certify that the information I have provided is true and correct to the best of my knowledge.
- I understand that if my appeal is denied, I will be eligible to apply for admission to CUWAA no earlier than one semester following my dismissal.
- If the Academic Standards Committee decides to reinstate me as a student, they will set forth the conditions that must be met by me when I enroll.

Student Signature:

Written Appeal Narrative Directions for Students: You will provide a typed appeal narrative for review by the Academic Standards Committee. When answering these questions, you will need to provide detailed, specific, and often times, personal information regarding your circumstances surrounding your academic dismissal from CUWAA. Below each question, you will find advice to assist you in answering the question. By responding to the following questions, you should be able to present a thorough appeal that provides background information needed by the committee. Please type your answers to the following questions in letter format addressed to the Chair of the Academic Standards Committee.

If there were extenuating circumstances that prevented you from achieving the necessary GPA for continued enrollment at CUWAA, you must include a copy of any documentation that attests to these events. Extenuating circumstances are defined as: extended illness or injury to the student; death, injury or extended illness to an immediate family member that resulted in greater responsibility for the student; or other mitigating circumstances.

1. Describe the extenuating circumstances which have caused you to be in this appeal situation.
Advice: Share your understanding of why you were academically dismissed from CUWAA and what extenuating circumstance is justifying your appeal. If you made some mistakes, please admit this and let the committee know that you accept responsibility and consequences of those mistakes. Provide a well-organized explanation analyzing the reasons for your poor academic performance during your last term enrolled as well as previous terms in which your semester GPA was less than a 2.0. You must also provide explanation and proof of the extenuating circumstances that you believe contributed to your dismissal.
2. Describe the steps you have taken to overcome previous challenges that hindered your academic success, specifically your involvement in academic recovery programming on your campus (STAR, PROSPER).
Advice: Share what you find challenging about college and how you plan to overcome these obstacles. Disclose what motivation you have in pursuing your college degree. Share how you will prevent yourself from being in the same situation in the future. Define who will be in your support network so you are able to succeed. Specify how you utilized STAR/PROSPER resources while on probation.
3. Describe your academic plan for future terms upon reinstatement in order to ensure your graduation.
Advice: Be very detailed in outlining your academic plan, as this is your only opportunity to show the Committee that you are giving this appeal serious consideration. Identify courses you plan to repeat, as this is the quickest path to improving your Grade Point Average and getting your academic status back into Good Standing. Indicate the courses you anticipate enrolling in when you return from Academic Dismissal. Share how you plan to improve your study habits and study environment, interact with your support network, and how you plan on using your college degree after graduation.

When you have completed this form, completed your written appeal, and have gathered all required documents, submit all items together via email to OfficeoftheProvost@cuw.edu. The Academic Standards Committee cannot accept hard copies of appeals.