

Description and Instructions ***Administrative Action Appeal Request***

Description: The Administrative Action Appeal form is used to request:

- Approval for a credit overload
- Approval for concurrent enrollment
- Approval to continue enrollment following notification of poor academic performance
- Approval to drop a course after the final deadline
- Approval to reenter after an academic drop
- Approval to take a course a third time
- Approval to withdraw from the University
- Approval to take a course for credit/no credit

Instruction:

The student completes an *Administrative Action Appeal Form* and forwards it to the receptionist in Enderis 366. Incomplete requests will not be processed and will be returned to the student. A complete request will include the following:

- Administrative Action Appeal Request form with all fields completed
- Typed rationale for request
- Current transcript
- Documentation to support your request. This information will be used to help the Review Committee make its decision.

Decisions of the committee are final. Students should submit a complete request supported by all the necessary documentation.

Processing:

The advising office staff reviews the *Administrative Action Appeal Request* form to ensure the student portion of the form is thoroughly and accurately completed. The form is returned to the student if it is incomplete.

The request is forwarded to the Administrative Action Appeal Committee for discussion and decision. The following criteria will be considered by the committee in rendering a decision:

- Academic history
- Reason for the appeal (e.g., illness, work scheduling conflicts, family difficulties or responsibilities)
- Plan for addressing the circumstance that led to the appeal
- Quality and completeness of the appeal
- Contact with advising and any previous similar appeals

The student is informed of the decision in writing. Documentation of the request and decision are placed in the student's file.

Updated: 09/01/11

Administrative Action Appeal Request

Date of Request	Last Name	First Name	Middle	Campus ID
Mailing Address		City, State and Zip	Name of Academic Advisor	
E-Mail Address				

I am requesting:

- Approval for concurrent enrollment for semester _____ year _____
- Approval to drop a class after the deadline - Course #: _____ Semester _____ Year _____
- Approval to reenter after an academic drop for semester _____ year _____
- Approval to take a course a third time - Course #: _____ Semester _____ Year _____
- Approval to take a course for credit/no credit - Course #: _____ Semester _____ Year _____
- Approval to take a credit overload for semester _____ year _____
- Approval to withdraw from the University for semester _____ year _____

Note: Request for and approval of a withdrawal does not guarantee a tuition credit. Contact the Office of Student Life/Dean of Students Office at 414-229-4632 for more information about the criteria for a tuition credit.

- Dean's OK to Continue for semester _____ year _____

I have attached the following to this form (incomplete requests will be returned):

- Current Transcript
- Typed rationale for request
- Documentation to support request (i.e. add/drop form, withdrawal form, doctor's letter, etc)

Appeal Decision: For Office Use Only

Appeal Decision: Approved Denied

Comments: _____

Advisor Signature: _____ Date: _____

Advisor: Student notified by advisor on: _____ Data Entry by advisor on: _____

Office Staff: Letter sent on: _____ Entered into database on: _____ by: _____

Original: Student Record