

# Third Attempt Appeal



To appeal for a third attempt of a course, please email your completed form to the UW Flexible Option Enrollment Services Office at [registrar@uwex.wisconsin.edu](mailto:registrar@uwex.wisconsin.edu). Your appeal will be reviewed by the Academic Director, and you will be notified of a final decision by email. Please reach out to your Success Coach (SC) with questions about the appeal process.

Name:

University Email:

Campus ID:

Phone Number:

SC Name:

Degree/Certificate Program: \_\_\_\_\_

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## Course Name/Number:

1st SP (first attempt at course):

Grade Earned:

2nd SP (second attempt at course):

Grade Earned:

## Intended 3rd Attempt:

### **\*Steps for Appeal Letter\***

1. Reflect on the reasons you were not able to successfully complete your course within your first 2 attempts.
  2. Describe the extenuating circumstances that prevented you from finishing the course, and what steps you will take to be successful if approved for a third attempt.
  3. Identify specific resources or tools you will use to successfully complete your course.
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**Student Signature**

**Date**

*For office Use Only:*

Appeal Decision:

Approved

Denied

Decision Date:

Rationale if denied:

Conditions of Approval: