



# Dismissal Appeal Form

*Last edit date: 01/07/2024*

This form is for **undergraduate students** looking to appeal their dismissal prior to the deadline each term. More information on appealing your dismissal and the current deadline can be found here:

<https://www.wcupa.edu/admin/provost/probationDismissal.aspx>

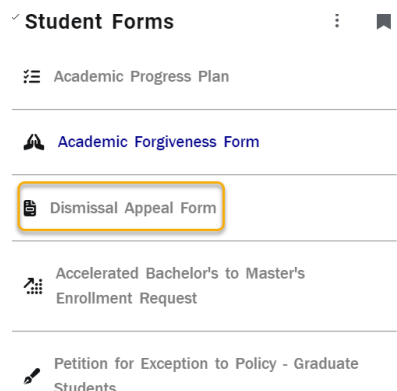
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## NAVIGATION

- Log into RamPortal – [ramportal.wcupa.edu](http://ramportal.wcupa.edu)
- Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
- You will find the “**Dismissal Appeal Form**” link.



## SUBMIT FORM

- You will notice your ID, First Name, Last Name, and Email Address will pre-populate. The form will also indicate whether or not you are an athlete.

EMPLID *	BannerID	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Athletics Student
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Please review the questions below your information and answer to the best of your ability and use the drop down to select the semester you wish to begin your **Extended Probation**. Your options will be Fall, Spring, Summer, Winter.

If you're looking for ways to improve your cumulative GPA, repeating a course might be a great option. By earning a higher grade in a course you've already taken, you can raise your GPA and stay on track with your academic goals. Check out the "[Repeating Courses](#)" policy in the catalog to learn more about how this works.

Would you like to talk about updating your Spring 2025 schedule to improve your GPA or ensure you pass any required courses?

- ☒ Yes, I think I need to change my schedule.  
☐ I'm unsure and would like more information or guidance and whether I should change my schedule.  
☐ No, I have read the policy and I do not believe I need to change my schedule.

Have you considered whether your current major is the best fit for your strengths, interests, and long-term goals?

- ☒ Yes, I've been thinking about it and would like to explore other options.  
☐ I'm unsure and would like more information or guidance.  
☐ No, I feel confident in my current major.

Extended Probation Requested to Begin:

SPRING 2025

- You are required to explain the circumstances that lead to your GPA falling below a 2.0. You may use the text box provided or upload a document.

**1. Explain Circumstances**

Please explain the circumstances that led to your cumulative GPA falling below 2.00. Please include specific details from when you were first placed on academic warning or academic probation through the present semester. You may upload a document with your explanation as well. Please indicate that you've uploaded a document in the note field. \*

**Additional Documentation**

Upload any additional documentation that assists in your explanation here.

- You are also required to outline your plan to improve your GPA over the next semester. Please use the text box provided.

**2. Individual Plan Outline**

Please outline your individual plan to improve your cumulative GPA over the next semester and 3 specific steps you will take to reach good academic standing. \*

- Please indicate any resources you have used to assist with your academic challenges.

Please indicate any resources you have used to seek assistance for your academic challenges:

<input type="checkbox"/> Advising Meetings	<input checked="" type="checkbox"/> Faculty Office Hours	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Athletic Mentoring	<input type="checkbox"/> Learning Assistance and Resource Center (LARC)	<input type="checkbox"/> Veterans' Center
<input type="checkbox"/> COMPASS	<input type="checkbox"/> Office of Educational Accessibility (OEA)	<input type="checkbox"/> Writing Center
<input type="checkbox"/> Counseling Center	<input type="checkbox"/> Student Success Coaching	<input type="checkbox"/> Other

- If you have obtained one, please upload any letter of support or additional documentation.

**3. Statement of Support**

(OPTIONAL) If your advisor, chairperson, or coach has provided you a statement of support, you may upload that document here.

**Statement of Support Upload**

Please upload any additional documentation or letters of support here.

Upload

- You must check that you have reviewed your submission and attest that the information is accurate.

**Student Attestation**

By checking this box I attest that I have reviewed my submission and that all above information is accurate.

☐ I have reviewed my submission \*

Student Name

Submit Date

- Upon completion of your form, press the **“Submit”**



- Any issues with the form, please [email: registrar@wcupa.edu](mailto:registrar@wcupa.edu).