

## Admission Reconsideration Process

Every application for admission goes through an extensive and holistic review process. The Office of Undergraduate Admissions will review requests for admission reconsiderations (appeals) on a case-by-case basis. To request reconsideration, a student **must provide**:

1. **New academic information.** Examples of new academic information can include:
  - Updated transcript with new, more recent grades
  - New ACT or SAT test scores
2. A **letter** requesting reconsideration that addresses the following three topics:
  - Reason for the request
  - Changes that have occurred to the student's academic situation
  - The steps the student will take to ensure continued success as a student at UWM

Both items must be provided in order to move forward with the reconsideration process. If a student is unable to provide **new academic information**, the reconsideration request will not be granted.

Reconsideration requests must be written and submitted by the applicant within 30 days of the original admission decision to the Office of Undergraduate Admissions. Students can expect an official response to a reconsideration request within four weeks of the date all documents are received. Application fees are nonrefundable regardless of the result of an appeal. Reconsideration requests should be sent directly to:

Associate Director of Admissions  
Office of Undergraduate Admissions  
PO Box 749  
Milwaukee, WI 53201

If you prefer to send your request via email, please include "Reconsideration Request" in the subject line and send to: [UndergraduateAdmissions@uwm.edu](mailto:UndergraduateAdmissions@uwm.edu)