## Graduate Academic Appeal

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Dragon ID No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>Street Address, City, State, Zip</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>Program/Emphasis</td>
<td>Advisor</td>
</tr>
<tr>
<td>Student’s Signature</td>
<td>Date</td>
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### INSTRUCTIONS:

Along with this appeal form, a TYPED letter must include the following information:

1. The first line should clearly state your request. If your appeal is to withdraw retroactively from courses, be sure to list the semester, course title, and instructor(s).
2. Provide a clear and concise explanation of the events, which were beyond your control that led to the need for this appeal. Please limit your explanation to a paragraph or two.
3. Include supporting documentation, such as medical documentation*, academic advisor and/or employers memos or letters that support your appeal.
4. If your appeal is because of medical issues (physical or mental), you must attach a note from your medical service provider. Without documentation, your appeal will be denied. If you have concerns about providing the documentation to a committee, please speak to the Dean of Graduate Studies about providing it confidentially.
5. This form is not to be used for Financial Aid-Academic Suspension or for course grade appeals.

### Type of Appeal, Select One:

- [ ] Withdrawal; if you are requesting a late withdrawal, you must explain why you missed the withdraw deadline. Except in serious extenuating circumstances, if you have completed the course, or earned a passing grade, your appeal will be denied. Appeals to retroactively withdraw cannot be accepted if five years have passed since the course in question was taken.
- [ ] Late course add or drop; must be submitted by end of semester
- [ ] Academic warning, suspension or termination; must be submitted within one year of decision
- [ ] Degree requirements; must be submitted within one year of decision
- [ ] Other:

### Appeal Routing Order. Graduate appeals will be routed as follows:

1. Graduate Program Coordinator for comment
2. In the case of retroactive withdrawals, all instructors will be contacted for comment
3. Graduate Academic Appeals Subcommittee. The Graduate Academic Appeals Subcommittee will meet monthly during the academic year to review appeals. Appeals received during the summer will be deferred until the first meeting in the fall.
4. Dean of Graduate Studies. The Dean will review all comments and make a final recommendation.
5. You will be notified of the outcome of this appeal at the address you supplied above.

*All materials related to this appeal should be submitted to the Graduate Studies Office.*

### DEAN’S RECOMMENDATION:

- [ ] Appeal Approved
- [ ] Appeal Denied

Attach supporting documentation if needed.

Dean of Graduate Studies ___________________________ Date ____________