

APPLICATION TO APPEAL TO THE GRADUATE COMMITTEE ON ACADEMIC STANDING
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INSTRUCTIONS FOR COMPLETING APPEAL STATEMENTS

- Select the section(s) (A, B, C, D) that correspond to your appeal.
- On a separate page, type in boldface the headings of the appropriate sections and the questions you are asked to answer. (SEE SAMPLE APPEAL STATEMENT ATTACHED)
- DO NOT use a separate page for each section (all information should be on one page).
- Appeal statements should not exceed 300 words for all sections combined and must be TYPEWRITTEN.
- Attach completed statement to the appeal form as well as any documentation.
- INCORRECTLY FORMATTED APPEAL STATEMENTS *WILL NOT BE ACCEPTED*.

SECTION A: Must be completed by all students requesting REINSTATEMENT

1. What are the circumstances that affected your academic performance?
2. What plan of action are you taking to overcome academic challenges and achieve a 3.0 cumulative GPA?
3. If you have not attended the graduate program for one or more semesters, you must file for REENTRY through the Registrar's Office. You should do this as soon as possible, even if your appeal is pending.
4. Attach any relevant documentation.

SECTION B: Must be completed by all applicants requesting REENTRY AFTER EXTENDED LEAVE

1. What circumstances resulted in your extended leave and your current ability to return?
2. File for REENTRY through the Office of the Registrar. You should do this as soon as possible, even if your appeal is pending.
3. Attach a current copy of your resume and any other relevant documentation.

SECTION C: Must be completed by applicants with any other request:

(e.g., **RETROACTIVE WITHDRAWAL, GRADE CHANGE, OTHER/MISCELLANEOUS**)

1. What is the basis for your request?
2. What steps have you taken to resolve this matter prior to submitting this appeal?
3. Attach any relevant documentation.

SECTION D: DOCUMENTATION (All documentation should support the circumstances of your appeal.)

Please check the type of documentation attached.

Medical Work Travel Resume Other (please specify) _____

None

SAMPLE APPEAL STATEMENT

SAMPLE APPEAL STATEMENT

Your name (e.g., Fred Smith)

SS# (or ID# assigned by Graduate Admissions for international students)

Date

SECTION A: REINSTATEMENT

What are the circumstances that affected your academic performance?

<Your response here>

What plan of action are you taking to overcome academic challenges and achieve a 3.0 cumulative GPA?

<Your response here>

SECTION C: RETROACTIVE WITHDRAWAL

What is the basis for your request?

<Your response here>

What steps have you taken to resolve this matter prior to submitting this appeal?

<Your response here>

SECTION D: DOCUMENTATION

Medical