GRADUATE APPEALS

COVERSHEET AND CHECKLIST

Complete and attach this coversheet and checklist to your completed appeal paperwork and take it to the Registrar's Office, 2A-107. That office will forward it to the Graduate Studies Appeals Committee. All decisions of the Graduate Studies Appeals Committee are final.

Date: _____ EMPLID: _____

Last Name: _____ First Name: _____

Address: _____

Apartment Number: _____ City/State: _____ Zip Code: _____

EMAIL_____ Phone Number:_____

I wish to Appeal:

___ FIN/WU Grade: Course _____ Semester _____

___ FIN/WU Grade: Course _____ Semester _____

___ Dismissal: Semester_____Year_____

___ Denial of Readmission Semester _____Year _____

_____ Other (Explain): _____

My appeal includes the items checked below and is arranged as follows. Check all that apply.

_____ Signed Letter of Appeal

_____ Signed Instructor's Grade Change Release Form(s): must be verified by the Registrar's Office, even if instructor approval/signature not required.

_____ Clear photocopies of all documentation: I have completed the checklist on the next page to indicate the specific materials I am providing to support my petition.

_____ I notified _____ (enter name of Graduate Program coordinator/director) of my appeal.

PLEASE CHECK OFF ALL DOCUMENTATION THAT YOU ARE SUBMITTING WITH YOUR APPEAL. AS A REMINDER, PLEASE ATTACH CLEAR PHOTOCOPIES OF ALL DOCUMENTS.

_____ <u>No documentation provided</u>: *I am aware that my appeal may be denied as a result of not submitting appropriate supporting documentation.*

_____ Academic transcript(s) showing final grades for the _____ 202____ term

_____ Proof of anticipated or actual degree conferral from _____

_____ Doctor's note

_____ Birth certificate for _____

_____ Death certificate or obituary for _____

_____ Letter from therapist, social worker, or other mental health professional (on letterhead)

_____ Letter from religious clergy person (on letterhead)

_____ Hospital records (including admission and discharge dates)

_____ Unemployment records

_____ Proof of termination or separation from job

_____ Letter from employer (on letterhead)

_____ Court records

_____ Police report

_____ Verification of travel within or outside the United States (such as copies of plane tickets, boarding passes, travel itinerary, copy of passport with visa verifying international travel departure and return dates)

_____ Natural disaster-related documentation (please specify):_____

_____

_____ Relevant news articles

_____ Other (please specify):

_____

_____ Other (please specify):

_____

_____ Other (please specify):

_____

Note that appeals with insufficient documentation may be denied.