

CHECKLIST FOR UNDERGRADUATE READMISSION AND/OR UNDERGRADUATE GRADE APPEAL

This checklist is created to help you gather all paperwork necessary for your appeal. Please print out, and attach the completed checklist with your appeal paperwork. Bring your completed appeal packet to the Center for Advising and Academic Success (CAAS, Building 1A-Room 101), and they will forward it to the Course and Standing Committee.

Last Name: _____ First Name: _____

Address: _____

Apartment Number: _____

City/State: _____ Zip Code: _____

EMPLID: _____ or Soc. Sec. Number _____

Phone Number: _____

Date: _____

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

_____ Checklist for Readmission and/or Grade Appeal

_____ Course and Standing Petition

_____ Letter of Appeal

_____ Signed Instructor's Grade Change Release Form(s)

_____ 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.

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

- Academic transcript(s) showing final grades for the _____ 20__ 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 or travel itinerary, or a copy of the 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): _____

- No documentation provided: *I am aware that my appeal may be denied as a result of not submitting appropriate supporting documentation.*