CHECKLIST FOR READMISSION AND/OR 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 appeal to the Counseling Center in 1A-109 for submission to the Course and Standing Committee.

Please check one:  _____ Undergraduate Petition  ☐ _____ Graduate Petition

Last Name: ____________________________  First Name: ____________________________

Address: ___________________________________________________________________________

City/State: ____________________________________________ Zip Code: __________

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 ______________ 201___ term
_____ 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.