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 Center for Advising and Academic Success, 1A-101 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) to indicate the specific materials I am providing to support my petition.

_____ Clear photocopies of all documentation: I have completed the checklist on the
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.