

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). The Registrar must be verify.

_____ 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.

- No documentation provided: *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.