Academic Appeal

(For Non-grade Appeals: Formal Form)

Received

Official Use Only

If you have **NOT** completed the Informal Appeal Process, you **MUST** do so in order to move forward with the Formal Appeal Process.

Please complete the information below if you are submitting this form for the Formal Appeal of Grade Process, and follow the steps listed.

Last Name	**First Name**	**MI**	**Student ID#**
Mailing Address	**City**	**State**	**Zip**
Phone Number	**E-mail**		**Semester & Year**

Major/Program	College/School	Concentration	Graduate/Undergraduate

Student's Steps for Academic Appeal Process:

1. Complete the Informal Appeal Process prior to submitting the Formal Appeal Form and documentation (see Academic Appeal Checklist and Process).
2. Complete this form and attach any documentation/evidence available regarding the academic appeal (please refer to the attached checklist for a list of required and suggested documentation).
3. Within **10 class days** of notification of the dean's decision of the informal academic appeal, submit this form to request a formal appeal. Provide the completed checklist as well as all required and supporting documentation to the department chair, and provide a copy to the dean/director of the college (for graduate students, provide a copy to the Graduate School Dean's office).
4. Submit all documents to the Office of the Provost.

I have contacted the department chair and dean, if necessary to determine if an error was made in the determination of my removal from the program. I have been advised by the appropriate individual that no error occurred and, as such, hereby request a formal academic appeal.

_____ _____

Student Signature Date