



Graduate School

Instructions for Completing **Appeal Form**

1. Please **TYPE** the attached Appeal Form.
2. Please return the completed form to your Department for Coordinator and Chair's signatures. Need Dept. Coordinator & Chairperson signatures to continue appeals process.
3. Please return to the Graduate School department in BCB 292
4. Other supporting materials, such as a paper completed in a course, may also be attached. Documentation of your health status may be attached, if applicable.
5. Students who require an extension of the length of time for study should attach supporting documentation for the request (e.g., physician's letter, military orders, etc.)



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Standard Appeal Form

Student's Name: RAM ID: Date:

Mailing Address: City: State: Zip:

Telephone Number: E-mail:

1 Section to be Completed by Student

I hereby petition the following deviation from the usual rules, regulations, or policies of the University:

Narrative justifying the requested deviation (attach explanation on additional sheet and supporting documents):

2 Action by the Department and the Appeals Committee

Approval/Disapproval by Advisor and Department Chairperson

Approval/Disapproval checkboxes and labels

Program Coordinator: Date: Dept. Chairperson: Date:

Reason(s) for Decision:

Approval/Disapproval by Graduate Appeals Committee

Approval/Disapproval checkboxes and labels

Chairperson, Graduate Appeals Committee: Date:

3 Action by Graduate School's Office

Approval/Disapproval checkboxes and labels

Director of the Graduate School: Date: