

STUDENT APPEAL

Pertaining to Admissions and Registration Rules, Regulations and Policies

NOTE: This form may not be used to appeal an academic grade (example: C, D, F), degree or credit requirement, or a grievance involving a faculty member or student. For these matters, please consult your academic advisor or refer to the Student Life Office or the Student Handbook for the appropriate appeal or grievance process.

INSTRUCTIONS FOR COMPLETING THE STUDENT APPEAL FORM

1. Completely fill out the Student Appeal Form (please type or print in black ink). Any petition which is illegible, unclearly worded or contains ambiguous information will not be considered. Such appeals will be returned to the student for clarification.
2. State the specific request, identify the rule, regulation, policy, deadline or requirement for which an exception is being requested, and why the exception should be granted.
3. Appeals should be supported by extenuating circumstances or other compelling reasons. Examples include, but are not limited to, serious illness, family emergency, military service, or administrative error.
4. Attach all supporting documentation that explains and justifies the appeal. When appropriate, letters from faculty, advisors, medical providers, employers, or other relevant parties may be included.
5. Submit the completed form and supporting documentation by email to admitme@triton.uog.edu or in person to the Office of Admissions and Records, on the 1st floor of the Dr. Lucio C. Tan Student Success Center. The Registrar will review the appeal, normally within 1-2 working days, and will notify the student of the decision by email.

TO: Registrar, Office of Admissions & Records

FROM: _____
Student's Name _____ Student ID No. _____
Mailing Address _____ Telephone No. _____ Email Address _____

Student Type: ☐ Degree-Seeking, Undergraduate Major Program: _____
☐ Degree-Seeking, Graduate Catalog Year: _____
☐ Non-Degree Academic Advisor: _____
☐ Postgraduate

Appeal pertains to which semester: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____

➤ I appeal and request an exception to the following University rule, regulation, policy, deadline or requirement:

➤ Describe the extenuating circumstances and justification for the requested exception. If additional space is needed, you may attach a separate sheet of paper to provide your narrative. Submission of supporting documentation is strongly encouraged:

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

☐ Approved ☐ Denied _____
Registrar's Name and Signature _____ Date _____

Comments: _____

