



# DONNELLY COLLEGE

EST. 1949

## Academic Appeal Form

Student ID: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

**Please submit this signed appeal form along with your letter of appeal and supporting documentation to the Dean of the College Office, Room 206.**

### Classification:

- |  |   |
|--|---|
| <input type="checkbox"/> Dual enrollment (high school) | <input type="checkbox"/> Associate's degree |
| <input type="checkbox"/> Nursing                       | <input type="checkbox"/> Bachelor's degree  |

### Type of appeal:

- |  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Course substitution/waiver* | <input type="checkbox"/> Course pre-requisite+ | <input type="checkbox"/> Other |
| <input type="checkbox"/> Break in residency*         | <input type="checkbox"/> Final grade appeal+   | _____                          |
|  |  | (please describe)              |

\*approved by Registrar

+approved by Dean of College

*By signing this form, I certify that all information and documentation is authentic, accurate and considered complete and will be reviewed as such. When requesting both an Academic and a Financial Aid Appeal, I understand that decisions for each appeal request are independently made by two separate review committees and that approval of an Academic Appeal does not guarantee approval of a Financial Aid Appeal. Additionally, I understand that each committee reserves the right to request additional documentation before rendering a final decision and that a Financial Aid Appeal will not be reviewed until an Academic Appeal is approved.*

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For office use only*

Date: \_\_\_\_\_ Administrative signature: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Petition approved as requested   | <input type="checkbox"/> Petition approved with conditions |
| <input type="checkbox"/> Petition needs additional detail | <input type="checkbox"/> Petition denied                   |

Notes: \_\_\_\_\_

\_\_\_\_\_



## Academic Appeal Form (continued)

In addition to the signed academic appeal form, students must submit the following information:

1. **Letter of explanation:** Type a clear and concise letter describing the nature of your appeal.
2. **Official documentation:** Include all necessary documentation to support your appeal.

*The following are common reasons to make an academic appeal:*

- Substitute a course or ask for waiver of specific requirement.
- Break residency requirement for graduation (final 15 of AA/AS and 30 hours of BA/BS degree program is to be completed at Donnelly College).
- Contest a final grade in a course.

*The following are common reasons an academic appeal may be denied:*

- Petitioning to change a grade because you are not satisfied with the grade earned.
- Not meeting requirements for entrance/continuation in the academic program.
- Neglecting to formally withdraw from courses or abide by deadlines to withdraw.
- Non-academic activities which restricted your time for academic requirements.
- Lack of documentation supporting your petition.

*Tips for writing your academic appeal letter:*

- Gather documentation to support your reasons for your appeal.
- Reference your Donnelly College academic record and additional transcripts if you have attended another college or university. Be reflective, detailed, descriptive, and specific.
- Be sure that your appeal letter adheres to standard written English language conventions and that it has been thoroughly proofread.
- Type your appeal so it is professional and organized

*Recommendations to consider for an academic appeal:*

- The statement should be well thought out and well written. Although a student may handwrite the statement, typewritten documents are easier for the committee members to read and review.
- Supporting documents and all other pertinent information should be included with a student's letter and appeal form.
- Successful statements are typically one page in length but no more than two pages.