

## UNIVERSITY COLLEGE APPEAL FORM



### **University College appeals:**

A university, like all institutions, must have rules and regulations. Occasionally, however, extenuating circumstances occur so that a student is unduly penalized by these regulations. A University College student may use this form to appeal dismissal from the University or change to non-degree status. Transfer or returning students denied admission may also use this form to appeal.

### **Actions you may appeal:**

- Dismissal from University College
- Change to non-degree status
- Denied admission

### **Writing your appeal:**

It is important to state your appeal as clearly as possible. Explain the reasons why an exception to the rule should be made, and include relevant information and supporting documentation.

### **Supporting documentation:**

Your appeal must be submitted with supportive information which verifies your circumstances. This may include statements from your employer, doctor, advisor, professor, or anyone who can help validate your circumstances. Letters of support should be typed on letterhead paper and should confirm all relevant dates. **Appeals will not be processed without supporting documentation.**

### **What happens to the appeal:**

Your appeal will go to the University College Academic Standing Review and Appeals Committee, which will recommend approval or denial. It will then go to the University College Dean for final review. You will be notified of the action taken. If your appeal is denied, you may re-appeal if additional information becomes available.

### **Submission instructions:**

Return your completed appeal form, with documentation attached, to the attention of the Chair of the University College Academic Standing Review and Appeals Committee, 180 University Hall, 3640 Colonel Glenn Highway, Dayton, OH 45435. The Academic Standing Review and Appeals Committee meets monthly, and the dates are posted in room 180 University Hall.

## Writing the Essay for Your University College Appeal

- A suggested format for your essay is as follows:

In paragraph 1, explain the reasons why you did not achieve your academic potential. Include any relevant documentation (medical records, funeral announcement, employment records, letters from your advisor or professor, etc.) that substantiates your unique circumstances. **Appeals will not be processed without supporting documentation.**

In paragraph 2, explain how circumstances have **changed** to allow you to perform at a satisfactory level. Address any changes made in the following areas:

- academic (intended major, classes, study skills, tutoring, etc.),
- campus life (residence, extra-curricular activities, etc.),
- work (hours, location, etc.),
- family (daycare, marital status, etc.)

In paragraph 3, describe your plan to attain academic success. Include your goals and how you will achieve them. Include the number of credit hours you wish to take and the grades you need to return to good standing.

- Be detailed and specific. Avoid generalities such as “I will do better.” Instead describe what specific things you will do to reach your academic goals.
- Research all areas you can use to return to good standing – Disability Services, Student Health Services, Counseling and Wellness Services, Bolinga Center, Women’s Center, Tutoring, Math Learning Center, Writing Center, Supplemental Instruction, Campus Ministry, etc.
- Type your entire essay to make it look professional. Proofread your appeal and correct any spelling and grammar mistakes.
- Submit your essay, supporting documentation and appeal form **by the deadline noted in your dismissal letter.**

**University College Appeal Form**



Please complete and return this form to:

Wright State University  
180 University Hall, 3640 Colonel Glenn Highway, Dayton, OH 45435  
fax: 937-775-5762

**I appeal (Check One)**

Dismissal from  
Wright State University

Non-Degree  
Status

Denial of Admission to  
Wright State University

**Appeal requests will not be accepted without supporting documentation**

*Documentation Checklist*

University College  
Appeal Form

Student Essay  
Statement

Supporting  
Documentation

Attach essay stating your case for appeal

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

Name (Print): \_\_\_\_\_

UID: \_\_\_\_\_

Address:

\_\_\_\_\_ Street Number and Name City State Zip

Phone/Contact Number: \_\_\_\_\_

WSU Email: \_\_\_\_\_

\*\*\*\*\* Official Use Only \*\*\*\*\*

**University College Academic Standing Review and Appeals (ASRA) Committee Action:**

- Approved
- Denied

Committee Remarks:

\_\_\_\_\_  
Committee Chair Signature/Date

**University College Dean Action:**

- Concurs with Action of ASRA Committee
- Reverses Action of ASRA Committee

\_\_\_\_\_  
University College Dean Signature/Date

**STUDENTS: Please keep a copy of this completed form for your records**