

# 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.