

UNIVERSITY COLLEGE APPEAL FORM



University College appeals:

A university, like all institutions, must have rules and regulations. Occasionally, however, extenuating circumstances occur and will be considered in the petition process. 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

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 the extenuating circumstances that contributed to your probation and dismissal. 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. The Academic Standing Review and Appeals Committee meets monthly, and the dates are posted in room 180 University Hall.

University College Appeal Form

Please complete and return this form to:

Wright State University
Chair of the University College Academic Standing Review & Appeals (ASRA) Committee
180 University Hall, 3640 Colonel Glenn Highway, Dayton, OH 45435
Fax: 937-775-5762



1. I appeal (check one):

☐

Dismissal from Wright State University

☐

Change to Non-Degree Status

2. Required supporting documents attached (check appropriate boxes):

Appeals will not be processed in the absence of documented support – see instructions for more details

☐

Advisor

☐

Medical

☐

Employer

☐

Other

3. Attach a brief statement describing the causes of your current probation and dismissal situation and an action plan for improving your performance next semester.

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

Committee Remarks:

☐

Denied

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