Academic Appeal Cover Sheet

- According to the DSU Student Code (Policy 5-33), Academic Appeals are accepted for the following: academic actions (including grades) and exceptions to graduation, and general education requirements.
- If you are submitting more than one appeal, you must complete a separate cover sheet for each.
- Completed documents should be submitted to: Ruth Bruckert, 231A Snow Math and Science Center. Appeals must be received no later than the last Tuesday of the month to be considered at the next month’s meeting.

Name: ___________________________________________ Date: _____ / _____ / _____
Address: ____________________________________ City: ___________________ State: ___ ZIP: __________

DSU ID #: ___________________ Telephone: (____)____________ Email Address: ___________________

Appeal: Grade ☐ Graduation Requirement ☐ GE Requirement ☐
Other ________________________________________________________

Grade: Grade appeals must go through the department chair and dean before coming to the Academic Appeals Committee. A student or an instructor has the right to appeal a dean’s decision regarding a disputed grade.

Attach a letter that describes each of the following:
☐ course name and number, semester that the course was attempted/completed
☐ instructor name, telephone number and email
☐ exact nature of the appeal
☐ documents (syllabus, your work, etc.) that support your appeal (attach copies)

Graduation Requirement: Graduation requirements are outlined in the College Catalog and in Policy 5-20. Your appeal must be received before the graduation application deadline for the semester in which you wish to graduate.

Attach a letter that describes each of the following:
☐ degree and department offering the degree program
☐ name and email of advisor
☐ date of graduation audit and name, phone number and email of person who conducted audit
☐ graduation requirement that you are appealing and reasons for your appeal
☐ documents that support your appeal, including letters from faculty members (attach copies)

General Education Requirement: General Education requirements are specified in the College Catalog.

Attach a letter that describes each of the following:
☐ General education requirement(s) that you are appealing and reasons for your appeal.
☐ documents that support your appeal, including a syllabus from any course you propose as a GE substitution (attach copies)

Procedure: The Academic Appeals Committee meets once each month, September through May, with additional meetings as needed. The Academic Appeals Committee will review your appeal at the next scheduled meeting after receipt, and deliberate. You will receive notification of the decision in the form of a PDF attachment sent to your email not more than 10 business days after the meeting.

If the committee denies your appeal, you will have the right to appear in person at an Academic Appeals hearing and present further evidence and/or witnesses on your behalf. If your appeal is denied a second time, you have the right to appeal to the Vice President of Academic Services, whose decision shall be final.