



Academic Appeal Form

The University Academic Appeals Committee (UAAC) is the final arbiter in the process of requesting an exception to academic policy. **The UAAC reviews an appeal one time. A re-appeal for the same request will not be accepted.** It is important that you submit sufficient documentation with your appeal to support your case. Use **black** or **dark blue** ink only.

The Appeal Process

1. Complete the *Academic Appeal Form* on the back of this information sheet. You (the student) must submit a *well-written letter*, **limited to one typed page**, along with adequate justification and pertinent documentation emailed to LLHALL@boisestate.edu. *All materials must be received **no later than 5:00 p.m. each Friday**.* If you have any questions, call (208) 426-4129.
2. The University Academic Appeals Committee meets every Wednesday throughout the year, with a few exceptions. An appeal submitted with missing materials will result in a delay in going before the committee, so be sure to include all required forms, signatures, and documentation. Also, take care of any administrative holds (e.g., parking or library fines) in order for the appeal to be heard at the next scheduled meeting.
3. You should receive a written response to your appeal within three to four business days after the committee reviews your appeal. It is important to provide a complete mailing address to receive the notification. You may also call (208) 426-4249 after 12:00 p.m. on Thursday to see if a decision has been made on your appeal.
4. If you want your appeal forwarded to the Fee Appeals Committee for their separate review, you must check the box: Forward to Fee Appeals Committee for consideration. Be aware that the Fee Appeals Committee is very specific about what medical documentation they will accept. Go to the following link for more details on their requirements: [University Fee Appeal Form](#).

Documentation may include, but is not limited to:

- *Academic Adjustment eForm*
- *Registration Override Form* with required signatures
- Computer generated schedules or records of transactions
- *Academic Appeal Plan of Study* with required signatures
- Letters of support from faculty, advisor, physician, employer (on letterhead with their signature)
- Medical appointment history and bills
- Military orders
- Obituaries, funeral or memorial service program

Appropriate Appeals for the University Academic Appeals Committee:

- Academic adjustments for university graduation requirements, such as waiving residency, changing the minimum number of credits or GPA needed, using an expired catalog, etc. (must be accompanied by an *Academic Adjustment eForm* to be submitted by you or your advisor via [Student Forms](#)).
- Adding/dropping/withdrawing from classes or submitting applications for certain courses (e.g., independent study, internship, practicum, dissertation, thesis, projects) after the published deadline dates.
- Other requests for exceptions to academic policies and procedures.

What is NOT Appropriate for Appeal to the University Academic Appeals Committee:

- Academic grievances concerning faculty or grades (<https://www.boisestate.edu/academics-undergraduate/appeals/>)
- Issues related to financial aid and Satisfactory Academic Progress (SAP)



Academic Appeal Form

1. Student Information

USE BLACK OR DARK BLUE INK ONLY

First Name _____ M.I. _____ Last Name _____ Student ID number (or SSN if unknown) _____

Mailing Address (note: this address will be used to update our records) _____ City _____ State _____ ZIP _____

Daytime Phone Number _____ Broncomail or Preferred Email Address _____ Expected Graduation Date _____

Declared Major _____ International Student Student Athlete Student Housing Eligible Veteran
(Please check all the boxes above that apply)

Mark the Category of Your Appeal

- Adding a Course:**
Attach a *Registration Override Form* with instructor's signature. Financial aid may not be available
- Complete Withdrawal** (CW on transcript):
Be aware that this could impact your financial aid
 Forward to Fee Appeals Committee for consideration
- Dropping a Course** (W on transcript):
Regular Session—after classroom instruction ends
All other sessions—after the end date of the session
Refer to the Academic Calendar. Be aware this could impact your financial aid.
 Forward to Fee Appeals Committee for consideration
- Change Credit to Audit OR Audit to Credit:**
Attach instructor permission on Registration Override Form. Be aware that this could impact your financial aid.
- Immediate/Early Reinstatement:**
Attach Academic Appeal Plan of Study form with required signatures
- Request to Return After Third Dismissal:**
Attach Academic Appeal Plan of Study with required signatures
- Academic Adjustment eForm:**
Requires Academic Adjustment eForm submitted by you or your advisor via [Student Forms](#).
- Other (please explain):**

2. Semester (please check one) Fall Spring Summer Year _____

3. Course Information (do not list courses in the case of a complete withdrawal)

5-Digit Class Number	Subject and Catalog Number (e.g. ENGL 102)	Section (e.g., 001)	Credit Hours	Session (e.g., Regular, 1 st 7-week, etc.)

Registrar's Use Only

Last day to Add w/o#:	Last Day to Add w/#:	Last Day to Drop w/o W:	Last Day to Drop or CW:

4. Attach your typewritten request with justification and documentation to this cover sheet.

Check the following documents that are included with your appeal:

- Student Letter (required)
- Academic Adjustment eForm
- Academic Appeal Plan of Study
- Medical Records/Report
- Support Letters
- Military Orders
- Obituary/Funeral Program
- Override Form
- Police Records
- Telephone Records
- Other (please explain)

I have read the appeals information and procedures on page one. I have attached my letter of explanation, which is limited to one typed page, and have included pertinent documentation.

Student Signature (required) _____ Date _____

Important: make a copy for your records

Registrar's Use Only

Contact made or comments:
<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action Taken <input type="checkbox"/> Sent to Fee Appeals <input type="checkbox"/> DOS Referral