THE GRADUATE SCHOOL • VALDOSTA STATE UNIVERSITY
ADMISSION DENIAL APPEAL FORM

NAME ___________________________ DATE _____________

ADDRESS _________________________ PHONE ____________

CITY ___________________ STATE _______ ZIPCODE ______

STUDENT #ID ___________ MAJOR __________________________

ADVISOR _________________ DEPARTMENT ___________________

BREIFLY EXPLAIN REASON FOR APPEAL: __________________________

____________________________________________________________________

The Graduate School will not hear an appeal by a student unless that student has exhausted the appellate procedures in the relevant Department and College and has been unable to reach a satisfactory resolution of the problem.

Have you appealed the decision in the following order?

Department Level _____ Yes _____ No
If yes, date of appeal _________________________________

Decision at Department Level ____________________________

Signed by Advisor/Department Head ____________________________

College Level _____ Yes _____ No
If yes, date of appeal _________________________________

Decision at College Level ________________________________

Signed by Committee Chair ________________________________

____________________________________________________________________
Appeals made to the Dean of the Graduate School must be in writing and must include this form with written documentation from each stage of the appellate process. Upon receipt of a written appeal, the Dean of the Graduate School will first determine if the appeal is an appropriate one for the Graduate School to hear. If the appeal is appropriate for the Graduate School to hear, the Dean may choose to discuss the issue with the parties involved in an attempt to reach a satisfactory resolution of the problem, or the Dean may appoint a committee to hear the appeal. If the Dean chooses to discuss the issue with the parties involved, and no satisfactory resolution of the problem is reached, the Dean must appoint an ad hoc Appeals Committee to hear the appeal. The ad hoc committee will consist of three members selected from the Graduate Executive Committee and one of whom will be appointed by the Dean to serve as chair. Two members of the committee must come from outside the College involved in the appeal.

This form must be provided with all supporting documentation including a letter of appeal addressed to the Dean of the Graduate School. Each member of the appeals committee will be provided copies of said documentation. The committee chair is responsible for providing all interested parties with a notice of the date, time, and location of the hearing.

Upon completion of the hearing, the ad hoc Appeals Committee will submit its recommendation in writing to the Dean of the Graduate School within one week after the hearing. The Dean of the Graduate School will make a decision on the appeal and then notify all parties of the disposition of the appeal, in writing, within one week. Copies of all decisions and related materials will be forwarded to the Vice President for Academic Affairs. If no satisfactory resolution of the appeal has been reached at this point, the student has the right to carry the appeal to the Vice President of Academic Affairs. Such an appeal must be provided in letter form to the Office of the Vice President for Academic Affairs no later than thirty (30) calendar days after the student has received the decision of the ad hoc Appeals Committee.

DATE RECEIVED BY THE GRADUATE SCHOOL _________________

DATE REVIEWED BY THE GRADUATE DEAN _________________

Form Ad Hoc Committee? _______Yes _____No

If yes, Committee Members:
Chair - Name/Department __________________________________________
Name/Department __________________________________________
Name/Department __________________________________________

HEARING DATE: ________________ DECISION DATE: ________________

STUDENT NOTIFIED: ___________________________ Method: ________________

SIGNATURE OF DEAN – GRADUATE SCHOOL DATE

Jan 2009