

# **Valdosta State University**



**Dewar College of Education and Human Services**

**Appeals and Complaint Process**

**Dewar College of Education & Human Services  
Valdosta State University**

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## Appeals and Complaint Process

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### Appeals Process Overview

The COE has an appeals process in place to help students and faculty resolve academic issues. This process endeavors to protect both faculty and students by assuring a process that allows dialogue at each step. In general, students who wish to appeal must first discuss the problem with their instructor/staff member or advisor. While the initial appeal may be informal such as a conversation between the faculty/staff member and the student, if the situation is not resolved, the formal appeals process is initiated. The appeals process is student driven, so students may decide at each stage if they wish to go to the next stage. The student must initiate this process within 10 instructional days after notification of the decision. The following links outline the appeals process for all academic matters and other concerns:

#### **STUDENTS ENROLLED IN UNDERGRADUATE AND INITIAL TEACHER PREPARATION PROGRAMS**

(including all bachelor's degrees, M.A.T. programs, M.Ed. in Communication Disorders, and initial teacher certification programs)

<http://www.valdosta.edu/colleges/education/deans-office/appeals-process/undergraduate-and-initial-teacher-preparation-programs%20appeals%20process.php>

Paragraph 3.3 of the College of Education (COE) Policies and Procedures Manual provides for the Undergraduate and initial Preparation Appeals Committee which is charged with hearing college level appeals pertaining to academic program issues involving undergraduate or initial educator preparation students (including those enrolled in the Master of Arts in Teaching degree). All college level academic appeals are remanded to this committee. The committee will provide a timely, fair and independent appeals process and make an appropriate recommendation to the Dean. The role of the committee is also to provide policy recommendations. The committee is composed of one faculty member from each department with an undergraduate or initial educator preparation program and one Dean's office representative.

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*Admission to Teacher Education, Acceptance for Student Teaching, or Program Dismissal*

Appeals process is initiated by completing the [Dean Appeal Form](#) and presenting it to the Dean who may remand the appeal to the Undergraduate and Initial Preparation Appeals Committee for recommendation. If the matter is not resolved, the appeal can then proceed to the Office of the Vice President for Academic Affairs.

*Grade Appeal*

The appeals process is initiated by first informally discussing the issue with the instructor responsible for the grade assigned. If the matter is not resolved, the student should complete a VSU Grade Appeal Form and present it to the instructor. If the matter is not resolved, the appeal shall continue as follows (see Grade Appeal Form):

- Instructor's Department Head
- Dean of the College—Appeals are remanded to the Undergraduate and Initial Preparation Appeals Committee for recommendation

NOTE: All grade appeals must be initiated within 30 working days after the registrar's office has posted final grades.

*Graduate School Dismissal*

(for M.A.T. programs and M.Ed. in Communication Disorders only)

The appeals process is initiated by completing [Graduate School Dismissal Appeal Form](#) and presenting it to your program's Department Head, along with a letter describing the circumstances of your appeal. The appeals process is then required to proceed to the Dean of the College and Graduate Dean of the Graduate School (see appeal form). Please refer to the Graduate School's policy for [appealing your dismissal](#).

*Graduate School Admissions*

(for M.A.T. programs and M.Ed. in Communication Disorders only)

The appeals process is initiated by completing [Graduate School Admission Denial Appeal Form](#) and presenting it to your program's Department Head, along with a letter describing the circumstances of your appeal. The appeals process is then required to proceed to the Dean of the College and Graduate Dean of the Graduate School (see appeal form). Please refer to the Graduate School's policy for [appealing your admissions denial](#).

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*Other Matters*

(may include but are not limited to faculty member concerns, advisement, unavailable/closed courses, course conflicts, field placement assignments, COE Concern forms, etc.)

Appeals for most other concerns are initiated by first discussing the matter with the appropriate staff member. If the matter is not resolved, the student should complete a [COE Appeal Form](#) and present it to the appropriate staff member. Additional appeals shall continue as follows:

- Appropriate Department Head
- Dean of the College—depending on the nature of the concern, some appeals may be remanded to the Undergraduate and Initial Preparation Appeals Committee for recommendation
- Office of the Vice President for Academic Affairs

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**STUDENTS ENROLLED IN GRADUATE AND ADVANCED EDUCATOR PREPARATION PROGRAMS**

(including all graduate degrees, programs for initial certification of other school professionals and advanced educator certification)

<http://www.valdosta.edu/colleges/education/deans-office/appeals-process/graduate-and-advanced-educator-preparation-programs-appeals-process.php>

Paragraph 3.4 of the College of Education (COE) Policies and Procedures Manual provides for the Graduate and Advanced Preparation Appeals Committee which is charged with hearing college level appeals pertaining to academic program issues involving graduate or advanced educator preparation students. All college level academic appeals are remanded to this committee. The committee will provide a timely, fair and independent appeals process and make an appropriate recommendation to the Dean. The role of the committee is also to provide policy recommendations. The committee is composed of one faculty member from each department with a graduate or advanced educator preparation program and one Dean's office representative.

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*Admission to Program (Graduate School)*

The appeals process is initiated by completing [Graduate School Admission Denial Appeal Form](#) and presenting it to your program's Department Head, along with a letter describing the circumstances of your appeal. The appeals process is then required to proceed to the Dean of the College and Graduate Dean of the Graduate School (see appeal form). Please refer to the Graduate School's policy for [appealing your admissions denial](#).

*Program Dismissal*

The appeals process is initiated by completing [Graduate School Dismissal Appeal Form](#) and presenting it to your program's Department Head, along with a letter describing the circumstances of your appeal. The appeals process is then required to proceed to the Dean of the College and Graduate Dean of the Graduate School (see appeal form). Please refer to the Graduate School's policy for [appealing your dismissal](#).

*Grade Appeal*

The appeals process is initiated by first informally discussing the issue with the instructor responsible for the grade assigned (see VSU Grade Appeal form for possible grounds for an appeal). If the matter is not resolved, the student should complete a [VSU Grade Appeal Form](#) and present it to the instructor. If the matter is not resolved, the appeal shall continue as follows (see Grade Appeal Form):

- Instructor's Department Head
- Dean of the College—Appeals are remanded to the Graduate and Advanced Educator Preparation Program Appeals Committee for recommendation

NOTE: All grade appeals must be initiated within **30 working days** after the registrar's office has posted final grades.

*Other Matters*

(may include but are not limited to faculty member concerns, advisement, unavailable/closed courses, course conflicts, field placement assignments, COE Concern forms, etc.)

Appeals for most other concerns are initiated by first discussing the matter with the appropriate staff member. If the matter is not resolved, the student should complete a [COE Appeal Form](#) and present it to the appropriate staff member. Additional appeals shall continue as follows:

- Appropriate Department Head

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- Dean of the College—depending on the nature of the concern, some appeals may be remanded to the Graduate and Advanced Preparation Appeals Committee for recommendation
- Office of the Vice President for Academic Affairs



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**STUDENT GRIEVANCE PROCEDURE**

The College of Education maintains a grievance process available to all students that provides for the discussion and resolution of concerns. Concerns should be resolved informally by speaking with the associated faculty or staff member in the department, center, or office most directly connected to the issue. The faculty/staff member may request additional documentation if necessary, or schedule an appointment to address the concern. If the issue is not resolved, the concern may then be directed, in writing, to the department head or director appropriate to the area of concern. If the concern is not satisfactorily resolved at the department head/director level the student may elect to continue the concern in writing to the college dean.

If, for any reason, students do not feel comfortable contacting the associated faculty/staff member to discuss a concern, they may contact the person's supervisor (department head, director, or dean) and request their identity be kept confidential. Students wishing to report concerns of harassment or discrimination should contact the [Student Conduct Office/Dean of Students' Office](#) (Vice President for Student Affairs and Dean of Students) or the [Office of Social Equity](#), as per University policy.

A confidential file of all formal written concerns and resolutions will be maintained in the Dean's office.

Source: COEHS online Policies and Procedures

# APPENDIX

## Sample Forms

# COLLEGE OF EDUCATION

## Dean APPEAL FORM

The COE has an appeals process in place to help students and faculty resolve academic issues. This process endeavors to protect both faculty and students by assuring a process that allows dialogue at each step. In general, students who wish to appeal must first discuss the problem with their instructor or advisor. While the initial appeal may be informal such as a conversation between the faculty/staff member and the student, if the situation is not resolved, the formal appeals process is initiated. The appeals process is student driven, so students may decide at each stage if they wish to go to the next stage. The following links outline the appeals process for all academic matters and other concerns:

<http://www.valdosta.edu/colleges/education/deans-office/appeals-process/welcome.php>

Please note that meetings may occur face-to-face or via telephone or other electronic media. Original or electronic signatures are accepted.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle initial

Student ID # \_\_\_\_\_

Mailing Address (street, city zip) : \_\_\_\_\_

Phone # ( at permanent address) \_\_\_\_\_ Local Phone \_\_\_\_\_

VSU Email Address \_\_\_\_\_ @ valdosta.edu

Major \_\_\_\_\_ Advisor \_\_\_\_\_

Appeal request for:

\_\_\_\_\_ Admission to Teacher Education based on GPA and/or GACE scores

\_\_\_\_\_ Acceptance for Student Teaching

\_\_\_\_\_ Program Dismissal

\_\_\_\_\_ Other \_\_\_\_\_

1. Write a letter explaining the rationale of your appeal, and attach the letter to this appeal form.
2. Attach documentation to support your appeal. Documentation for each stage of the appeal must be attached. Examples of requested documentation include:
  - Copies of communication with appropriate instructors, advisors, department head, appeals committees, deans, etc.
  - A copy of your transcript.
  - Medical documentation if needed to support your request.
  - Letter of documentation from Special Services if applicable.
  - Documentation of required test scores
  - Copy of any concern form
3. This appeal form and all supporting documentation should be submitted as directed in the appropriate appeals process (see link above).

**COE Dean's Office Section** (to be completed within 10 instructional days of receipt, if not, the student can move their appeal to the next level)

Depending on the nature of the concern, some appeals may be remanded to the Undergraduate and Initial Teacher Preparation Appeals Committee or the Graduate and Advanced Educator Preparation Program Appeals Committee for recommendation. The student will be notified of appeals committee meeting dates and times--students may be given the opportunity to appear before these committees.

Date received by the Dean's Office: \_\_\_\_\_

**Dean/ COE Appeals Committee Decision/Comments** (attach additional sheets if needed):

\_\_\_\_\_

**COE Dean Signature**

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Notice of decision sent to student: Date** \_\_\_\_\_

**Notified by:** \_\_\_\_\_ **Email**

\_\_\_\_\_ **Mailed Notification to Permanent Address**

\_\_\_\_\_ **In Person**

**If requested by student, date of meeting if applicable** \_\_\_\_\_

**Does the student wish to continue the appeal? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If the student decides to continue with the appeal, the dean will forward this form and materials, submitted by the student, to the Vice President for Academic Affairs. The student must initiate this process within 10 instructional days after notification of the decision.

\_\_\_\_\_

**Student Signature**

# VSU FINAL GRADE APPEAL PROCESS AND FORM

*Last Revised May 2013*

## **POLICY**

Students who have just cause to appeal the assignment of a grade must first discuss the problem with their instructor. Further appeals are then directed, in order, to their instructor's Department Head, and Dean. Copies of the final course grade appeal policy, procedures, and form are available in the Office of the Registrar.

## **RATIONALE FOR GRADE APPEALS**

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member as long as these methods follow professional and disciplinary standards, are clearly communicated to everyone in the class, and are equally applied to all students. Therefore, grades should only be appealed under circumstances such as the following:

- (a) The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
- (b) The assignment of a grade to a particular student on some basis other than performance in the course.
- (c) The assignment of a grade by a substantial departure from the instructor's previously announced standards.

The grade appeal procedure is NOT to be used to review the judgment of an instructor in assessing the quality of a student's work nor is it to be used if the student disagrees with the instructor on how the course was conducted. Such concerns should be shared with the instructor and/or the appropriate department head.

## **INFORMAL PROCESS**

If a student does not understand the reason for a grade, it is the student's responsibility to consult the instructor of the course.

## **FORMAL PROCESS**

If, after consulting the instructor, the student's situation fits into one of the categories listed above, the student may initiate an appeal according to the procedures given below. The burden of proof rests with the student.

All grade appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators and must be completed in the time allotted unless an extension is authorized by the appropriate dean.

**Instructions:** The student must first appeal a grade to the instructor who awarded it. This process must begin within 30 working days after the registrar's office has posted final grades for the term in which the course was taken.

**Student will complete this part of the appeal form and forward it with copies of all materials relevant to the appeal to the instructor** (materials MUST include the class syllabus, copies of any instructions or guidelines for any assignments in question, copies of any graded assignments in question, and should include any other materials relevant to the appeal, such as emails, list of days absent, etc.). **Appeals may not move forward without complete documentation.**

**Student's Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Mailing Address (street address, city, and zip code):** \_\_\_\_\_

**VSU Email** \_\_\_\_\_

**Phone # (@permanent address)** \_\_\_\_\_ **Local Phone/Cell Phone** \_\_\_\_\_

**Course Title** \_\_\_\_\_ **CRN#** \_\_\_\_\_ **Section** \_\_\_\_\_ **Instructor** \_\_\_\_\_

**Semester & Year Taken** \_\_\_\_\_ **Final Grade** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**State below (or in attached Word document) the chief reason(s) for the grade appeal. Please include list of any attached documentation to support the appeal and attach those documents.**

---

**II. Instructor's Section.** (to be completed within 14 working days of receipt of grade appeal form)

The instructor should review the materials submitted by the student, consult with the student as needed, and then complete this section.

Date form received by Instructor: \_\_\_\_\_

\_\_\_\_\_ The student has made the case for a grade change, and I have attached a grade change form, changing the grade from \_\_\_\_\_ to \_\_\_\_\_

**OR**

\_\_\_\_\_ The student has not made the case for a grade change

**OR**

\_\_\_\_\_ The grade appeal does not fit the stated criteria and has been forwarded to the department head.

**Instructor's Comments** (attach additional sheets if needed):

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date when decision communicated to student

Decision communicated to student \_\_\_\_\_in person \_\_\_by letter \_\_\_\_\_by email

**Does the student wish to continue the appeal? (the student must signify whether he or she wants the appeal to move to the next level within 14 working days from the date of the instructor's decision )**

Yes \_\_\_\_\_ No \_\_\_\_\_

If the student decides to continue the appeal, this form and materials submitted by the student and the instructor will be forwarded by the instructor to the department head

\_\_\_\_\_  
Student's signature or attached email of consent

\_\_\_\_\_  
Date

**III. Department Head/Director ' s Section** (to be completed within 14 working days of receipt)

Department Heads/Directors should review the student's case for appeal as well as the instructor's comments, consulting with both the instructor and the student as needed.

Date received by Department Head/Director \_\_\_\_\_

\_\_\_\_\_ The grade appeal does not fit the stated criteria and has been forwarded to the Dean.

**OR**

\_\_\_\_\_ The instructor has agreed to change the original grade from \_\_\_\_\_ to \_\_\_\_\_, and the grade change form will be processed.

**OR**

\_\_\_\_\_ Instructor sustained the original grade, and I agree \_\_\_\_\_ or disagree \_\_\_\_\_

**Department Head/Director's Comments** (attach additional sheets if needed):

\_\_\_\_\_  
**Department Head/Director's Signature**

\_\_\_\_\_  
**Date when decision communicated to student**

**Decision communicated to student**    \_\_\_in person    \_\_\_by letter    \_\_\_by email

**Does the student wish to continue the appeal? (the student must signify whether he or she wants the appeal to move to the next level within 14 working days from the date of the department head/director's decision**    Yes \_\_\_\_\_    No \_\_\_\_\_

If the student decides to continue with the appeal, this form and materials submitted by the student and the instructor will be forwarded by the department head/director to the dean.

\_\_\_\_\_  
**Student's signature or attached email of consent**

\_\_\_\_\_  
**Date**



**IV. Dean's Section** (to be completed within 14 working days of receipt)

Deans should review the materials submitted by the student, the instructor, and the department head/director, consulting with the department head/director, instructor, and student as needed.

Date received by the Dean: \_\_\_\_\_

\_\_\_\_\_ The appeal does not meet the stated criteria and should be discontinued.

**OR**

\_\_\_\_\_ The instructor has agreed to change the original grade from \_\_\_\_\_ to \_\_\_\_\_, and the grade change form will be processed.

**OR**

\_\_\_\_\_ Instructor sustained the original grade, and I agree \_\_\_\_\_ or disagree \_\_\_\_\_

**OR**

\_\_\_\_\_ I have elected to change the grade from \_\_\_\_\_ to \_\_\_\_\_, and the grade change form will be processed.

**Dean's Comments** (attach additional sheets if needed):

\_\_\_\_\_  
**Dean's Signature**

\_\_\_\_\_  
**Date when decision communicated to student**

**Decision communicated to student**

\_\_\_\_in person \_\_\_by letter \_\_\_\_by email

# COLLEGE OF EDUCATION

## APPEAL FORM

The COE has an appeals process in place to help students and faculty resolve academic issues. This process endeavors to protect both faculty and students by assuring a process that allows dialogue at each step. In general, students who wish to appeal must first discuss the problem with their instructor or advisor. While the initial appeal may be informal such as a conversation between the faculty/staff member and the student, if the situation is not resolved, the formal appeals process is initiated. The appeals process is student driven, so students may decide at each stage if they wish to go to the next stage. The following links outline the appeals process for all academic matters and other concerns:

<http://www.valdosta.edu/colleges/education/deans-office/appeals-process/welcome.php>

Please note that meetings may occur face-to-face or via telephone or other electronic media. Original or electronic signatures are accepted.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle initial

Student ID # \_\_\_\_\_

Mailing Address (street, city zip) : \_\_\_\_\_

Phone # (at permanent address) \_\_\_\_\_ Local Phone \_\_\_\_\_

VSU Email Address \_\_\_\_\_ @ valdosta.edu

Major \_\_\_\_\_ Advisor \_\_\_\_\_

Appeal request for:

\_\_\_\_\_ Admission to Teacher Education based on GPA and/or GACE scores

\_\_\_\_\_ Acceptance for Student Teaching

\_\_\_\_\_ Program Dismissal

\_\_\_\_\_ Other \_\_\_\_\_

1. Write a letter explaining the rationale of your appeal, and attach the letter to this appeal form.
2. Attach documentation to support your appeal. Documentation for each stage of the appeal must be attached. Examples of requested documentation include:
  - Copies of communication with appropriate instructors, advisors, department head, appeals committees, deans, etc.
  - A copy of your transcript.
  - Medical documentation if needed to support your request.
  - Letter of documentation from Access Office if applicable.
  - Documentation of required test scores
  - Copy of any concern form
3. This appeal form and all supporting documentation should be submitted as directed in the appropriate appeals process (see link above).

**Instructor/Staff Member Section** (to be completed within 10 instructional days of receipt, if not, the student can move their appeal to the next level)

This section is only required for matters that concern an individual instructor/staff member. It is not required for program level appeals.

The instructor/staff member should review the materials submitted by the student, meet with the student, and then complete this section.

Date form received by Instructor: \_\_\_\_\_

**Instructor/Staff Member Decision/Comments** (attach additional sheets if needed):

**Notice of decision sent to student: Date** \_\_\_\_\_

**Notified by:** \_\_\_\_\_ **Email**  
\_\_\_\_\_ **Mailed Notification to Permanent Address**  
\_\_\_\_\_ **In Person**

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

\_\_\_\_\_  
**Instructor/Staff Member Signature**

\_\_\_\_\_  
**Date of Meeting with Student**

**Does the student wish to continue the appeal?** Yes \_\_\_\_\_ No \_\_\_\_\_

If the student decides to continue the appeal, this form and materials submitted by the student and the instructor/staff member will be forwarded by the instructor/staff member to the department head. The student must initiate this process within 10 instructional days after notification of the decision.

\_\_\_\_\_  
**Student Signature**

**Department Head Section** (to be completed within 10 instructional days of receipt, if not, the student can move their appeal to the next level)

Department Head should review the student's case for appeal as well as the instructor's comments, meeting with both the instructor/staff member and the student as needed.

Date received by Department Head \_\_\_\_\_

**Department Head Decision/Comments** (attach additional sheets if needed):

**Notice of decision sent to student: Date** \_\_\_\_\_

**Notified by:** \_\_\_\_\_ **Email**

\_\_\_\_\_ **Mailed Notification to Permanent Address**

\_\_\_\_\_ **In Person**

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date of Meeting with Student**

**Does the student wish to continue the appeal? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If the student decides to continue with the appeal, this form and materials submitted by the student and the instructor/staff member will be forwarded by the department head to the dean. The student must initiate this process within 10 instructional days after notification of the decision.

\_\_\_\_\_  
**Student Signature**

**COE Dean's Office Section** (to be completed within 10 instructional days of receipt, if not, the student can move their appeal to the next level)

Depending on the nature of the concern, some appeals may be remanded to the Undergraduate and Initial Teacher Preparation Appeals Committee or the Graduate and Advanced Educator Preparation Program Appeals Committee for recommendation. The student will be notified of appeals committee meeting dates and times--students may be given the opportunity to appear before these committees.

Date received by the Dean's Office: \_\_\_\_\_

**Dean/ COE Appeals Committee Decision/Comments** (attach additional sheets if needed):

\_\_\_\_\_

**COE Dean Signature**

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Notice of decision sent to student: Date** \_\_\_\_\_

**Notified by:** \_\_\_\_\_ **Email**

\_\_\_\_\_ **Mailed Notification to Permanent Address**

\_\_\_\_\_ **In Person**

**If requested by student, date of meeting if applicable** \_\_\_\_\_

**Does the student wish to continue the appeal? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If the student decides to continue with the appeal, this form and materials submitted by the student, instructor/staff member (if appropriate), and department head will be forwarded by the dean to the Vice President for Academic Affairs (in the case of graduate students, appeals are next forwarded to the Dean of the Graduate School). The student must initiate this process within 10 instructional days after notification of the decision.

\_\_\_\_\_

**Student Signature**

**FOR GRADUATE STUDENTS ONLY**

**Graduate Dean Section** (to be completed within 10 instructional days of receipt, if not, the student can move their appeal to the next level; for appeals in the summer, please consult with the Graduate Dean)

The Graduate Dean should review the materials submitted by the student, the instructor, the department head, and the dean, meeting with the instructor/staff member, department head, and dean as needed and with the student.

Date received by the Graduate School: \_\_\_\_\_

**Graduate Dean Comments** (attach additional sheets if needed):

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_

**Graduate Dean Signature**

Notice of decision sent to student: Date \_\_\_\_\_

Notified by: \_\_\_\_\_ Email

\_\_\_\_\_ Mailed Notification to Permanent Address

\_\_\_\_\_ In Person

If requested by student, date of meeting if applicable \_\_\_\_\_

Does the student wish to continue the appeal? Yes \_\_\_\_\_ No \_\_\_\_\_

If the student decides to continue with the appeal, this form and materials submitted by the student, instructor/staff member (if appropriate), department head, and deans will be forwarded by the dean to the Vice President for Academic Affairs. The student must initiate this process within 10 instructional days after notification of the decision.

\_\_\_\_\_

**Student Signature**

**Vice President for Academic Affairs Section**

Date received \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Vice President Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Notice of decision sent to student: Date \_\_\_\_\_

Notified by: \_\_\_\_\_ Email  
\_\_\_\_\_ Mailed Notification to Permanent Address  
\_\_\_\_\_ In Person

If requested by student, date of meeting if applicable \_\_\_\_\_

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

THE GRADUATE SCHOOL • VALDOSTA STATE UNIVERSITY  
DISMISSAL 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.

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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: \_\_\_\_\_

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