

Advanced Professional Studies Appeal Process

Date: 4/13/2009
To: Students and Faculty
From: APS Appeals Committee
Advanced Professional Studies
717-872-3816 (office)
717-871-2034 (FAX)

Because of your failure to meet one or more of the Advanced Professional Studies criteria, you may have been blocked from registering for a course. If you feel that you have extenuating circumstances that resulted in your inability to meet APS requirements and that you should be admitted to the Advanced Professional Studies course(s), you may appeal by following the procedure listed below:

1. During advisement for registration for the coming semester, you and your advisor should carefully review the criteria for admission to Advanced Professional Studies.
2. If you do not meet all of the criteria and you feel that there are extenuating circumstances that may warrant your admission to APS classes, you should write a letter of appeal that details your extenuating circumstances and explains how you plan to correct the deficiency(ies)
3. **Use the attached Guidelines for APS Appeals to complete your letter.**
4. **At the time of registration**, send your letter of appeal to: Appeals Committee, c/o Certification, Stayer Room 120 or fax it to 717-871-2034. This letter should be sent to the Certification office during registration even if you think you will have met all requirements prior to the start of the next semester.
5. You should register for other courses for the coming semester if you must maintain full-time status for financial aid or insurance purposes. Please consult your academic advisor.
6. You should also register on the "wait list" for the Advanced Professional Studies course(s). It is imperative that you register on the "wait list" for the APS course(s) to be eligible to add APS courses once APS requirements have been met. This does not guarantee admittance to the class(es) if all seats are filled.
7. *If, at the end of the semester, you meet all APS requirements the block will be lifted and you will be able to register for the APS course(s), if space permits. There will be no notification sent to you. You should know if you have met the requirements and can then register on your own.*
8. If you have not met all APS requirements by the end of the semester, the appeal will be reviewed and acted upon. **Appeals to take a prerequisite course** (e. g., an English literature or a math class) concurrent with APS classes will be due *3 weeks prior to the end of the current semester.*(SP09 - Wednesday, April 22nd). **Appeals for deficiencies in grade point average, number of credits, Praxis PPST scores, and clearance issues** will be due no later than *1 week prior to the end of the current semester.*(SP09 - Wednesday, May 6th). After the committee meets and makes a decision in your case, you will be notified by mail or phone of that decision.
9. Some departments have additional requirements for admittance to specific courses or block of courses. The APS committee deals only with the University-wide APS requirements as listed on the attached sheet. The department chair or other designated person will deal with students who do not meet departmental requirements.

Please understand that appeals are granted at the discretion of the APS Appeals Committee and only in circumstances in which the individual can demonstrate that she/he nearly meets the requirements. Do not expect you will be admitted to APS classes without the required 3.0 gpa. Exceptions to the PPST requirements are rarely granted.

Guidelines: APS Appeals Letter

Listed below are guidelines you should follow when preparing your APS Appeals letter.

All items listed must be included with your Appeal Letter.

All Appeals Letters

- Explain extenuating circumstance involved in your appeal
- Describe your plan to correct deficiencies
- Provide contact information: Local and permanent address, phone number, and email
- List MU ID Number
- Include a current DARS and an unofficial transcript

GPA Appeal (GPA below 3.0)

- Provide current GPA
- List remaining classes required to take in order to graduate

Praxis Appeals

- Date you registered for the Praxis
- Date of testing

Clearances

- Date Submitted