

**MILLERSVILLE UNIVERSITY  
GRADUATE STUDENT ACADEMIC DISMISSAL APPEAL**

**LETTER OF APPEAL FORM**

*(Please print clearly)*

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

If you faced extenuating circumstances that were beyond your control, you may appeal your academic dismissal. Careful documentation of the extenuating circumstances is required. The documents and information submitted with this appeal are held confidentially within Millersville University, however, the Graduate Academic Appeals Committee may share information as they see appropriate with other faculty and/or staff at the University in order to conduct a thorough review and make an informed decision regarding the appeal.

Check one of the following statements:     I wish to schedule a personal interview (in person or by conference call) with the Graduate Academic Appeal Committee.

I request a review of my case by the Committee based on the information I have provided but I do not want a personal interview before the Graduate Academic Appeal Committee.

This appeal request form must be submitted to the College of Graduate Studies & Adult Learning no later than the date outlined in your appeal letter. If appeal is not received by this date, the dismissal is considered final.

**I have read all of the above information and am aware this form and all documentation submitted will be held in my academic file.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Steps for Appealing a Dismissal

1. Determine you would like to request an appeal. Send this Letter of Appeal form to the College of Graduate Studies & Adult Learning indicating whether you would like a personal interview or an electronic review.
  2. Within 7 days of forwarding the Letter of Appeal form, please provide written documentation to the College of Graduate Studies & Adult Learning that will help explain your situation. This must include a personal statement and may include items such as medical documentation, academic support services documentation or letters of support. If additional time is needed then notify the Dean of the College of Graduate Studies & Adult Learning in writing.
  3. The College of Graduate Studies & Adult Learning will work with you to schedule a mutually convenient meeting time with the Graduate Academic Appeals Committee, or the Graduate Academic Appeals Committee will convene to review your case electronically. You will be notified within 7 days of a decision via postal mail.
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### Note:

1. You will be **considered** for reinstatement if the committee determines that your dismissal was a result of **extenuating circumstances**. However, keep in mind that you are currently dismissed from the university and reinstatement is not a guarantee.
  2. The committee **will not** reinstate you simply because your dismissal would lead to negative consequences (i.e., retention of graduate assistantship, employment, professional licensure).
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## Extenuating Circumstances Which Will Be Considered by the Committee:

Note: To say that an extenuating circumstance *will be considered* only means that it meets the minimum standards for consideration; it *does not* mean that it is sufficient to guarantee reinstatement.

The omission of an extenuating circumstance from this list does not mean that it cannot be considered by the committee.

*All claims must be accompanied by documentation.*

1. Significant illness or accident, occurring within the last term. Routine illnesses (such as colds) are not extenuating. Illnesses or accidents which occurred more than one term before dismissal may be considered extenuating if documentation is presented testifying to ongoing treatment during the previous term.
2. Significant life events and crisis: This may be related to a singular event or to ongoing events.

Events which occurred more than one term before dismissal may be considered extenuating if documentation is presented.

#### Extenuating Circumstances Which Will Not Be Considered by the Committee:

1. Ignorance of academic policies, such as the proper procedure for withdrawing from a course.
2. Disputes about grades.
3. Poor time management.

#### Actions Which Might Be Considered Adversely by the Committee:

1. Failure to repeat courses in which the student has received a low grade.
2. Failure to follow the recommendations of the academic advisor, the graduate program coordinator, the Department Graduate Committee, and / or the Dean of Graduate Studies.
3. Failure to take advantage of academic resources.
4. Not attending class or not doing the work in a class (when this is not the result of extenuating circumstances).
5. Repeated refusal to take steps conducive to academic success (such as reducing work hours).