

# Graduate Academic Appeal Process

Updated 01/29/2026

The following is an overview of the Graduate Academic Appeal Process. This is provided to help students understand the various steps of the process, and to aid GCPRC, GAAC, Graduate Studies, and the Registrar with supporting Graduate Dismissal Appeals.

- ☐ Notice of Dismissal sent by Registrar. Dismissal email sent to student will include Graduate Student Academic Appeal Form as well as a deadline date (8 business days).
- ☐ Registrar changes student status and uploads notice of dismissal to student records in OnBase.
- ☐ Student submits an appeal form and justification to the Registrar's Office (Nathan.Olweiler@millersville.edu).
- ☐ Registrar will upload student appeal materials to OnBase and share with the GCPRC Chair.
- ☐ GCPRC Chair will convene a GAAC Committee to review the appeal submission.
- ☐ GAAC chair will request supporting documentation from the appropriate Graduate Coordinator based on the student's program by emailing them the Faculty Appeals Feedback form.
- ☐ GAAC will review and respond with an appeal decision when all documentation has been received (Graduate Student Academic Appeal Form, justification, Faculty Appeals Feedback form).
- ☐ GCPRC Chair sends the GAAC appeal decision and form to
  - the appropriate Graduate Coordinator based on the student's program,
  - Graduate Studies
  - Registrar (send directly to Alison Hutchinson)
- ☐ Graduate Studies uploads GAAC form and documentation to OnBase.
- ☐ Registrar will inform the student if their appeal was granted or denied and will upload this message to OnBase. If an appeal was granted, Registrar will update student status to active.

*GAAC- Graduate Assistant Advisory Committee*

*GCPRC – Graduate Course and Program Review Committee*