

GRADUATE ACADEMIC DISMISSAL APPEAL FORM

Student Name: _____	Student ID#: _____
Phone Number: _____	
Mailing Address: _____	
City: _____	State: _____ Zip: _____
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. This must include a personal statement and may include items such as medical documentation, academic support services documentation or letters of support.

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.

This appeal request form and supporting documentation must be submitted to the Registrar's Office no later than the date outlined in your dismissal letter. If appeal is not received by this date, the dismissal is considered final.

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.

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

Signature	Date
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Submit the completed form and all supporting documentation to the Registrar's Office (Nathan.Olweiler@millersville.edu) using your Millersville University email account. All materials will be held in the student's academic file.

Additional Information:

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.

The committee will not reinstate you simply because your dismissal would lead to negative consequences (i.e., retention of graduate assistantship, employment, professional licensure).

Extenuating Circumstances Which Will Be Considered by the Committee

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

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.

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.**

The committee will not reinstate you simply because your dismissal would lead to negative consequences (i.e., retention of graduate assistantship, employment, professional licensure).

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).