

Please return completed form and attachments to Registrar's Office at registrar@uscb.edu or Hargray 135 located on the Bluffton Campus



Academic Appeal Form

Academic Appeals may be submitted to request a grade of 'W' for all courses in a given semester past the Academic Calendar deadline due to extenuating circumstances. Academic Appeals may also be submitted to request to be reinstated from Academic Suspension. Extenuating circumstances may include, but are not limited to prolonged illness, a debilitating accident, or a traumatic event. By submission of this document, the student understands the decision rendered by the Academic Appeals Committee is final and may not be appealed.

Complete the items below and attach a detailed letter of your appeal in which you explain your extenuating circumstance(s) and provide any supporting documentation you wish to strengthen your appeal. Supporting documentation may include, but not limited to medical documentation, faculty/staff letters of support, obituaries, etc. **Appeals will not be considered without a detailed letter.**

Student Name: _____ Student ID: _____

USCB Email Address: _____ Phone Number: _____

Personal Email Address: _____

Semester/Year for the Appeal: Fall 20 ____ Spring 20 ____ Summer 20 ____

- I am requesting:
- Grades of 'W' for all courses for the semester above
(Deadline: No later than 14 days after the last day of classes for the term)
 - Reinstatement from an Academic Suspension
(Deadline: No later than 30 days after the date of the Suspension notification letter)
 - Other (Please explain in attached letter)
(Deadline: No later than 14 days after the last day of classes for the term)

Student Signature: _____ Date: _____

Office Use Only

Appeal Decision

	Approve	Deny
Provost		
Faculty Representative		
Registrar		

Committee Signature Date