Academic Appeal Form

The College's Faculty Committee on Academic Appeals (FCAA) is responsible for reviewing appeals related to exceptions to academic policy under the authority of the College of Arts and Sciences.

Guidelines

- All appeals related to course drops/enrollment adjustments MUST be submitted within 60 calendar days from the semester end date noted on the academic calendar for the semester in question.
- Academic Appeals must be submitted directly by the student from their student UM email account. Appeals will not be accepted from parents/guardians, doctors, attorneys, or anyone else other than the student. Please read below for a list of acceptable and unacceptable appeal requests.
- Transcripts will not be altered once a student has graduated and has a conferred degree. Appeal decisions will be delivered to students' UM email account within 30 days of the receiving the appeal.
- The student maintains full responsibility for the impact of an appeal decision, especially as it relates to their account, financial aid, visa status, academic progress, and graduation timeline.

Student Information:
First Name: ___________________________________ Last Name: ________________________________ C Number: ______________________
Campus Email Address: ____________________________ Contact Phone Number: ____________________________

Appeal Request:
☐ Retroactive Course Withdrawal Appeal
Retroactive withdrawals are reserved for extreme, unforeseen circumstances or medical emergencies that would prevent the student from withdrawing by the withdrawal deadline.
Semester when course was taken: ______________________
Course(s) requested: _____________________________________________
Submit an attached appeal letter which includes the reason/justification for the request, the specific request/action, the specific year/term/course ID as applicable to the type of appeal, and the student’s name/ID. Appeals must be accompanied by supporting documentation, if applicable to the type of appeal. Documentation must be submitted as an attachment to the appeal.

☐ Residency Requirement Appeal
Semester of Residency Request: ______________________ Credits Requested: ______________________
Submit an attached appeal letter which includes the reason/justification for the request of taking courses that not satisfy the residency requirement.

☐ Second Language Requirement Appeal (College of Arts and Sciences' General Education Requirements)
Submit a sealed official transcript and/or high school diploma from the high school in which you attended and graduated from where the primary language of administration and instruction was a language other than English.

SUBMIT ALL APPEALS TO
College of Arts & Sciences - Student Academic Services
Ashe 200
OR
sas.as@miami.edu

I attest that the information and documentation provided is true and accurate to the best of my knowledge. I understand that any falsification or misrepresentation of the facts will result in an appeal denial and could be subject to additional actions per the undergraduate honor code.

____________________________________________________________   _____________________________
Student Signature        Date

Updated February 2017