

The University Academic Appeals Committee (UAAC) is the final arbiter in the process of requesting an exception to academic policy. **The UAAC reviews an appeal one time. A re-appeal for the same request will not be accepted.** It is important that you submit sufficient documentation with your appeal to support your case.

**The Appeal Process:**

1. Complete the *University Academic Appeals Form* on the back of this information sheet. You (the student) must submit a *well-written letter*, **limited to one typed page**, along with adequate justification and pertinent documentation to the Registrar's Office (Administration Building, Room 110). *All materials must be received no later than 5:00 P.M. on Friday.* If you have any questions, call 208.426.4129.
2. The University Academic Appeals Committee meets every Wednesday throughout the year, with a few exceptions. An appeal submitted with missing materials will result in a delay in going before the committee, so be sure to include all required forms, signatures, and documentation. Also, take care of any administrative holds (e.g., parking or library fines) in order for the appeal to be heard at the next scheduled meeting.
3. You should receive a written response to your appeal within three to four business days after the committee reviews your appeal. It is important to provide a complete mailing address to receive the notification. You may also call 208.426.4129 after 3:00 P.M. on Wednesday to see if a decision has been made on your appeal.
4. If appropriate, your appeal will then be forwarded to the Fee Appeals Committee for their separate decision.

**Documentation may include, but is not limited to:**

- *Academic Adjustment Form* with required signatures
- *BroncoWeb Override Form* with required signatures
- Computer generated schedules or records of transactions
- *Early Reinstatement Plan of Study* with required signatures
- Letters of support from faculty, advisor, physician, employer (on letterhead with their signature)
- Medical appointment history and bills
- Military orders
- Obituaries, funeral or memorial service program

**Appropriate Appeals for the University Academic Appeals Committee:**

- Academic adjustments for university graduation requirements, such as waiving residency, changing the minimum number of credits or GPA needed, using an expired catalog, etc. (*must be accompanied by an Academic Adjustment Form with the required signatures*).
- Adding/dropping/withdrawing from classes or filing applications for certain courses (e.g., independent study, internship, practicum, dissertation, thesis, projects) after the published deadline dates.
- Other requests for exceptions to academic policies and procedures.

**What is NOT Appropriate for Appeal to the Academic Appeals Committee:**

- Academic grievances concerning the grade itself
- Issues related to financial aid and Satisfactory Academic Progress (SAP)
- Requesting removal of W's from record, unless you can document that the W's resulted from university error

# Boise State University Academic Appeals Form



## 1. Student Information

First Name	M.I.	Last Name	BSU Student ID Number (or SSN if unknown)
Address (Note: this address will be used to update our records)		City	State ZIP
Daytime Phone Number		E-mail address	
Declared Major			

## 2. Mark the category of your appeal:

- |   |  |
|---|--|
| <input type="checkbox"/> Late registration – have no current courses in semester<br><i>Attach instructor permission on Override Form.</i>   | <input type="checkbox"/> Early Reinstatement - attach an <i>Early Reinstatement Plan of Study</i> form with required signatures  |
| <input type="checkbox"/> Adding a course – have existing courses in semester<br><i>Attach instructor permission on Override Form.</i>   | <input type="checkbox"/> Change Credit to Audit OR Audit to Credit<br><i>Attach instructor permission on Override Form. Be aware that changing from Credit to Audit could impact your financial aid.</i> |
| <input type="checkbox"/> Complete withdrawal from a past semester<br><i>Be aware that this could impact your financial aid.</i>   | <input type="checkbox"/> Academic Adjustment Form – <i>Form is required with appropriate signatures if you are requesting to waive university requirements in order to graduate.</i>                     |
| <input type="checkbox"/> Dropping a course:<br>Regular session – after <b>classroom instruction</b> ends<br>All other sessions – after the <b>end date</b> of the session<br><i>Refer to Academic Calendar Deadlines by Session Table. Be aware this could impact your financial aid.</i> | <input type="checkbox"/> Other (please explain) _____<br>_____<br>_____  |

3. Semester: \_\_\_\_\_ Year: \_\_\_\_\_

4. Subject/Course/Section-Class Number: \_\_\_\_\_ Session: \_\_\_\_\_  
(i.e., ENGL 102 001 -- #70680) (i.e., Regular, 1<sup>st</sup> 8-week, 2<sup>nd</sup> 5-week)

REGISTRAR'S USE ONLY			
Last Day to Add w/o #:	Last Day to Add w/#:	Last Day to Drop w/o W:	Last Day to Drop or CW:

5. **Attach your written request with justification and documentation to this cover sheet.** Check the following documents that are included with your appeal.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Student Letter (required)</b><br><input type="checkbox"/> Academic Adjustment Form<br><input type="checkbox"/> Academic Plan for Reinstatement<br><input type="checkbox"/> BroncoWeb Transactions<br><input type="checkbox"/> Early Reinstatement Plan of Study | <input type="checkbox"/> Medical Records/Report<br><input type="checkbox"/> Military Orders<br><input type="checkbox"/> Obituary/Funeral Program<br><input type="checkbox"/> Override Form<br><input type="checkbox"/> Police Records | <input type="checkbox"/> Support Letters<br><input type="checkbox"/> Telephone Records<br><input type="checkbox"/> Other (please explain):<br>_____<br>_____ |
|---|---|--|

*I have read the Appeals Information and Procedures on page one. I have attached my letter of explanation, **limited to one typed page**, and have included pertinent documentation.*

Student Signature

Date

**Mail/deliver to:** Boise State Registrar's Office, 1910 University Drive, Administration Building, Room 110, Boise, ID 83725-1365  
 or **FAX:** 208.426.3169

**IMPORTANT: MAKE A COPY FOR YOUR RECORDS**

REGISTRAR'S USE ONLY  
CONTACTS MADE OR COMMENTS:

PENDING  
  APPROVED  
  DENIED  
  NO ACTION TAKEN  
  SENT TO FEE APPEALS COMMITTEE (if applicable)