

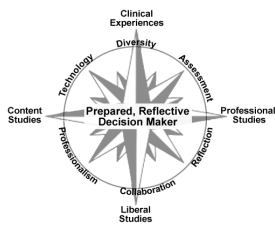


College of Education Undergraduate Appeal Process

Due process procedures are established for the student who requests an exception to an established procedure or requirement. The appeal must be typed and addressed to the appropriate person in the established protocol sequence. The appeal letter should outline the decision or procedure in question, the reasons the decision is viewed as unjust or the reason for an exception, and provide evidence which supports your appeal. The following order of appeal will apply, moving to the next level if the parties involved are unsatisfied with the decision.

1. The first letter of appeal should be addressed to the appropriate department head.
2. If the student is still not satisfied with the decision at the department level, a formal letter of appeal addressed to the Dean of the College of Education should be submitted.
3. If the student is dissatisfied with the Dean's decision, he/she may write a formal letter of appeal to the Vice President of Academic Affairs.

A "Memorandum for the Record" detailing the proceedings must be written by those involved at each level.



Armstrong Atlantic State University
College of Education
Undergraduate Appeal Form
NOT for Grade Appeals
(See Catalog for Grade Appeals)

1. Complete the following information:

Name: _____ AASU ID #: 907- _____

Mailing Address: _____
Street City State Zip

Telephone #'s: _____
Home Work Cell

Department Major: _____ Date Admitted to Candidacy: _____

Advisor: _____

2. ATTACH THE FOLLOWING DOCUMENTATION TO APPEAL FORM:

- A typed letter or statement stating the policy/policies that you wish to appeal and the reasons or justifications for the request.
- Any appropriate documentation, such as test scores, transcripts, letters of recommendation, or medical records pertinent to your appeal.

Submit this form, statement, and documentation to the appropriate office.

Recommendation of Department Head

SUPPORT DENY Signature _____ Date _____

Reason for Denial:

If the appeal is APPROVED prepare a letter informing the student of the decision and file in the student's file.

If the appeal is DENIED prepare a letter informing the student of the decision and file in the student's file.

****Note to Student**** *If you are dissatisfied with this decision, please write a formal letter of appeal to the Dean of the College of Education with the appropriate documentation.*