

ACADEMIC DECISION APPEAL FORM

Any student may ask for reconsideration of a college decision or an exception to unit, college, or university academic policies. The process to appeal for a reconsideration of a college decision or academic policy is as follows:

- Students seeking reconsideration of a college decision or exception to an academic policy must provide additional or clarifying information on the Academic Decision Appeal Form and supporting documentation.
- The student may request to speak with a Dean in the FAA Undergraduate Academic Affairs office prior to or when delivering the Academic Decision Appeal. An appeal decision meeting will not result in an immediate decision.
- Following the submission of the Academic Decision Appeal Form a decision will be made by the FAA Undergraduate Academic Affairs office. The student should expect a response within 5-10 working days. The students will be informed of the decision by email.

Name _____ UIN _____ Date _____

Reason for Appeal Course Substitution Late Course Drop
 Academic Drop Status Other

You should include all relevant and supportive information available to you. Restating a plea or submitting multiple requests will not result in a reversal of a decision as long as the information upon which the decision has not changed. (Provide additional sheets if necessary)

FAAA Undergraduate Academic Affairs Action

Date Received _____ Signature of Dean _____

Petition is Approved Denied Date _____