



# THE GRADUATE SCHOOL • VALDOSTA STATE UNIVERSITY DISMISSAL APPEAL FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

VSU E-mail Address: \_\_\_\_\_

STUDENT ID#: 870- \_\_\_\_\_ MAJOR: \_\_\_\_\_

ADVISOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**BRIEFLY EXPLAIN REASON FOR APPEAL (attach supporting documents):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Graduate School will not hear an appeal by a student until the student has exhausted the appellate procedures in the relevant Department and College and has been unable to reach a satisfactory resolution of the problem. The Dismissal Appeal must be reviewed and a decision made at each of the 3 levels: Department, College, and finally the Graduate School.

***Students do not write below this line – please forward to the next level.***

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**Department Level** - Date Received: \_\_\_\_\_  
 Dept. Approve Appeal? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain Decision at Department Level (include stipulations if any): \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Decision: \_\_\_\_\_

Signed by Department Head: \_\_\_\_\_

**College Level** - Date Received: \_\_\_\_\_  
 College Approve Appeal? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain Decision at College Level (include stipulations if any) \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Decision: \_\_\_\_\_

Signed by College Dean or Appeals Committee Chair: \_\_\_\_\_

Appeals made to the Associate Provost of the Graduate School must be in writing and must include this form with written documentation from each stage of the appellate process. Upon receipt of a written appeal, the Associate Provost of the Graduate School will first determine if the appeal is an appropriate one for the Graduate School to hear. If the appeal is appropriate for the Graduate School to hear, the Associate Provost may choose to discuss the issue with the parties involved in an attempt to reach a satisfactory resolution, or the Associate Provost may appoint a committee to hear the appeal. If the Associate Provost chooses to discuss the issue with the parties involved and no satisfactory resolution is reached, the Associate Provost may appoint an ad hoc Appeals Committee to hear the appeal. The ad hoc committee will consist of three members selected from the Graduate Executive Committee and one of whom will be appointed by the Associate Provost to serve as chair. Two members of the committee must come from outside the College involved in the appeal.

This form must be provided with all supporting documentation after appeals at the departmental and college level have been exhausted. Each member of the appeals committee will be provided copies of said documentation. The committee chair is responsible for providing all interested parties with a notice of the date, time, and location of the hearing.

Upon completion of the hearing, the ad hoc Appeals Committee will submit its recommendation in writing to the Associate Provost of the Graduate School within one week after the hearing. The Associate Provost of the Graduate School will make a decision on the appeal and then notify all parties of the disposition of the appeal, in writing, within one week. If no satisfactory resolution of the appeal has been reached at this point, the student has the right to carry the appeal to the Vice President of Academic Affairs. Such an appeal must be provided in letter form to the Office of the Vice President for Academic Affairs no later than thirty (30) calendar days after the student has received the decision of the ad hoc Appeals Committee.

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DATE RECEIVED BY THE GRADUATE SCHOOL \_\_\_\_\_

DATE REVIEWED BY THE GRADUATE DEAN \_\_\_\_\_

Form Ad Hoc Committee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Committee Members:

Chair - Name/Department: \_\_\_\_\_

Name/Department: \_\_\_\_\_

Name/Department \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Decision Date: \_\_\_\_\_

GRADUATE SCHOOL DECISION: \_\_\_\_\_

DATE STUDENT NOTIFIED: \_\_\_\_\_ METHOD: \_\_\_\_\_

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SIGNATURE OF GRADUATE SCHOOL DEAN

DATE