

## GRADUATE STUDENT ACADEMIC DISMISSAL APPEAL PACKET

Dear Student,

Students who wish to appeal an academic dismissal must submit an electronic appeal to their department via submission to the Office of Graduate Studies. Please complete this form and submit electronically to [gradstudies@pvamu.edu](mailto:gradstudies@pvamu.edu) with the subject line: **GRADUATE ACADEMIC APPEAL**. Appeals must be submitted by the deadline determined in the Graduate Academic Catalog.

### Section 1: Student Contact Information (Please Print or Type)

Student Name:

Student ID:

Email Address:

Phone:

Current Address:

Degree and Program:

Cumulative GPA:

Semester and Year of Intended Entry:

### Section 2: General Appeal Letter Information

Please attach a **typed** statement which states succinctly and clearly the following information:

- The reason for your academic failure,
- Reasons why the University should allow you to return after academic dismissal, and
- A Plan of Action that will prevent you from academic failure if readmitted. The Plan must be developed with the assistance of your academic advisor and approved by your department head and dean. The Plan of Action should be one paragraph in length and may include, but is not limited to, the following examples:
  - Enrollment in a maximum of 6 SCH (2 courses) after readmission,
  - Re-enrollment in any failed courses and earn a cumulative GPA of 3.0 or above,
  - Dismissal after failed or dropped courses

### Section 3. Supporting Documentation and Electronic Signature

Please submit, as an email attachment, any documentation which supports your appeal. Documentation may include, at the student's discretion, funeral program, doctor's note, etc.

Please sign and date the appeal before submission to the Office of Graduate Studies.

Electronic Signature:

Date:

If you have any questions about the academic appeal process, please feel free to contact the Office of Graduate Studies at 936-261-3518.