



Graduate Studies, Stratton Administration Center
P.O. Box 730 • Kutztown, PA 19530 • (610) 683-4220

REQUEST FOR AN APPEAL TO THE GRADUATE EXCEPTIONS COMMITTEE

INSTRUCTIONS:

Please complete as fully as possible, and attach any written documentation that will serve to assist you in making your case known to the Graduate Exceptions Committee. This is not the form for time extensions or grade appeals. Return this form to Graduate Studies, Stratton Administration Center, room 319.

STUDENT INFORMATION:

| | |
|--|--|
| Name _____ | Email _____ |
| Address _____ | Graduate Degree Program in which you are enrolled _____ |
| _____ city _____ state _____ zip | _____ |
| Phone (____)____-____ Student ID _____ | Expected Graduation Date ____/____/____ |

TYPE OF EXCEPTION REQUESTED:

| | | | |
|---|---|--|---|
| <input type="checkbox"/> Course Reinstatement | <input type="checkbox"/> Medical LOA (MD Certification Required) | <input type="checkbox"/> Administrative Withdrawal | <input type="checkbox"/> Registration Exception |
|---|---|--|---|

MY REQUEST AND REASONS

Please provide a summary of your request and attach your written documentation

By signing this statement, I certify that the above furnished information is true and valid and that I have read and understand the following cited "Terms and Conditions" under which the Graduate Exceptions Committee operates:

- that the Graduate Exceptions Committee is the final appeal body within Graduate Studies;
- that the Graduate Exceptions Committee shall have access to and view my academic record-to-date at Kutztown University and other academic records that may be appropriate to the review of my case;
- that the Graduate Exceptions Committee functions as an appeal body to consider the merits of individual cases which may require an exception to College or University policy, as such is not bound by precedents or previous cases submitted by other appellants; and,
- that the Graduate Exceptions Committee considers exceptions to policy only, and does not consider what are commonly considered "Time Extensions" for graduate study or grade appeal cases.

Signature of student making this petition: _____

APPROVAL PROCESS:

| ACTION | STATUS | SIGNATURE | DATE |
|--------------------------|--|-----------|----------------|
| GEC | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | | ____/____/____ |
| Dean of Graduate Studies | <input type="checkbox"/> Acknowledged | | ____/____/____ |