

Graduate Appeal Information

Please review the appeal types to see which is most appropriate based on your circumstances. All appeal requests are subject to the required documentation and any additional supporting documentation requested by the Graduate School. Appeal requests are not an absolute. Please allow five to seven business days for processing.

Type of Appeal	Documentation Required	Appeal Outcome
Academic Withdrawal Request to withdraw from coursework based on an extenuating circumstance (employment, miscommunication with advisor/instructor regarding withdrawal, etc.) past the last day to withdraw.	Written explanation of circumstances which prevented attendance or timely withdrawal on the appeal request form Documentation confirming the extenuating circumstances (e.g. letter from employer or advisor)	You will receive a W on your transcript for the course(s). W's have no impact on your GPA. You will still be responsible for tuition and fees associated with the course(s). If you have federal financial aid, it may be impacted.
Administrative Withdrawal Request to withdraw from coursework due to an administrative error by the University (misadvising, computer error, etc.).	Written explanation of the circumstances on the appeal form Documentation from your advisor/program director describing the nature of the error	You will receive a W on your transcript for the course(s). W's have no impact on your GPA. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.
Administrative Drop Request to remove a course from your transcript based on never attending.	Email confirmation or letter from the instructor that you never attended the course. Attendance for online courses includes any participation in the course via Canvas.	The course(s) will be permanently removed from your transcript. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.
Correcting Registration Request to remove an incorrect course from your record and add the appropriate course.	Permission from the instructor of the course you are adding. This can be a letter or an email sent directly to jkeppley@uab.edu .	The incorrect course(s) will be removed from your transcript and you will be added to the correct course(s). Your student account will be adjusted if there is a difference in credit hours between the courses.
Late Course Add Request to add a course.	Permission from the instructor of the course you are adding. This can be a letter or an email sent directly to jkeppley@uab.edu .	You will be registered for the course(s) for the specified term. You will owe associated tuition and fees for the course(s), which will be due immediately.
Medical Withdrawal Request to withdraw from coursework due to a personal medical condition or a medical condition of someone you are the primary caregiver for.	Written explanation of medical issue on the appeal request form An official memo on letterhead from a hospital or doctor confirming the medical scenario which prevented attendance Documentation that you are the primary caregiver of the individual who experienced a medical condition which prevented course attendance, if applicable. Last date you attended the course(s) from which you are requesting a withdrawal	You will receive a W on your transcript for the course(s). W's have no impact on your GPA. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.
Military Withdrawal Request to withdraw from coursework due to military orders.	A copy of your orders requiring you to miss classes because of military service	You will receive a W on your transcript for the course(s). W's have no impact on your GPA. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.

Academic Appeal Request Form

Name: _____ Banner ID (B#): _____ Request Date: _____

Term/Year Involved: _____ Program: _____ Email: _____

Please select your reason for submitting an academic appeal based on the appeal types listed on the previous page:

☐ Academic Withdrawal ☐ Administrative Withdrawal ☐ Administrative Drop

☐ Correcting Registration ☐ Course Add

☐ Medical Withdrawal ***Last Date of Attendance if medical:*** _____

☐ Military Withdrawal

☐ Other, please explain: _____

If applicable to your appeal request, please describe your extenuating circumstances by providing all relevant information. It is the student's responsibility to provide adequate documentation to justify any exception being made. Attach additional sheets if necessary.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Add/Drop Form

Please provide relevant course information in the table below related to your appeal request. This section is required for all appeal types; therefore, your request will not be processed without the add/drop form and required signatures.

- If you are adding a course, please obtain the signature of the instructor, or have them email Jesse Keppley (jkeppley@uab.edu) confirming approval to add the course late.
- Program director signature is required for all appeal requests excluding non-degree students.

ADD/DROP COURSE

Call Number (CRN)	Course Prefix, Number, and Credit Hours	Course Name	Change Requested (i.e. Add, Drop)

By signing this form, I understand that if I receive federal financial aid funds, my award amount may be impacted by the result of this appeal.

Student's Signature

Date

Instructor's Signature (if adding a course)

Date

Program Director's Signature and Printed Name

Date

FOR INTERNAL USE ONLY

Decision: ☐ Approved ☐ Denied

Reviewed By: _____ **Date:** _____

Is the student a recipient of Financial Aid?

☐ Yes

☐ No

Comments:
