

Graduate Student Appeals Information

To successfully submit a Graduate School Academic Appeal, the reason for the appeal must fall into one of the categories listed in the table below. Additionally, the following documents must be submitted:

1. *Request for Academic Appeal for Graduate Students* form (page 2)
2. Completed add/drop form with appropriate signatures (page 3)
3. Required documentation as outlined in the table below

This process is a request, not an absolute.

Type of Appeal	Documentation Required
Medical	A letter from a hospital or doctor on letterhead explaining that you cannot attend classes due to illness, surgery, or a documented medical condition
Employment Related	A letter from your employer on letterhead stating that you have to miss classes and the reason for missing them (e.g., job transfer)
Military	A copy of your orders requiring you to miss classes because of military service
UAB Administration, Advisor, or Instructor Issue	A letter on UAB letterhead explaining the nature of the problem and suggested resolution. Signatures from the responsible party are required.

Once your academic appeal packet is complete, please send it to the Graduate School via one of the following:

Mailing Address
G03 Lister Hill Library
1720 2nd Avenue South
Birmingham, AL 35294-0013

Fax
205-934-8413
Attn: Holly Hebard

Physical Address
G03 Lister Hill Library
1700 University Blvd
Birmingham, AL 35294

- ❖ **Failure to meet UAB registration/withdrawal deadlines is not a valid reason for submitting an academic appeal.**
- ❖ Academic appeals will not be reviewed without all three (3) required documents.
- ❖ Academic appeals are reviewed in the order in which they are received. **Please allow 2-3 weeks for processing.**

For UAB Employees Only

If you are on the UAB payroll and are granted an appeal to register for classes past the deadline, the appealed hours will not be included in the Student FICA Exemption test. Appeals granted to students to register after the posted deadline only permit registration.

If you have any questions regarding the Academic Appeal process, please contact the Graduate School at hghebard@uab.edu.

Non-Degree Graduate Student
 Regular Graduate Student
 MAJOR _____
 Fall Spring Summer May
 Summer 12-Week Summer 9-Week
 Summer A Summer B
 School Year 20 _____

UNIVERSITY OF ALABAMA AT BIRMINGHAM
ADD/DROP FORM
GRADUATE STUDENTS ONLY

NOTE: EVERY ITEM ON THIS FORM MUST BE COMPLETED FOR A PROPOSED DROP OR ADD TO BE CONSIDERED.

Total Hours Before Change
 Total Hours After Change*

Press With Ball Point Pen. **PRESS HARD.**
 1. Student I.D. Number
 2. Name (last, first, middle)

*Graduate School Director/Dean's signature is required if total hours after change exceed 15 hours.

Call No.	Dept.	Course No.	Sec. No.	Course Title	Sem. Hrs. Credit	Call No.	Dept.	Course No.	Sec. No.	Course Title	Sem. Hrs. Credit
A						D					
D				ADD		R					
D						O				DROP	
A						D					
D				ADD		R					
D						O				DROP	

3. Student must provide in the space below a sound reason for requesting this change:

Student Signature _____ Date _____

4. Advisor and/or instructor should provide rationale for the above change

Program Director's Signature _____ Date _____ Advisor's Signature _____ Date _____

Have you previously made a change in course of study this quarter? Yes No

Approved: _____ Date: _____

Graduate School Director / Graduate Dean