



# SNOW COLLEGE

## ACADEMIC APPEALS FORM

### INSTRUCTIONS.

If you wish to petition for an exception to a college policy, you should be aware that exceptions to policy are only considered in cases of circumstances beyond a student's control. Procrastination, forgetfulness, or ignoring published policy are not acceptable reasons for exception. The following is the appeal procedure:

1. Complete and sign this form. Explain the extenuating circumstances and why you feel you need the exception. Be specific and clearly state what you are requesting, what the extenuating circumstances are, and why you are making this request. Use additional paper if necessary.
2. Attach any supporting documentation you might have, such as a letter from a faculty member or advisor, proof of add/drop form, medical documentation from the medical field, etc.
3. Turn in this form and supporting documents to the Student Success Office in the Greenwood Student Center, Rm #200. If you are mailing it, Address it to: Snow College, Attn: Academic Appeals, GSC Bldg, rm. #200, 150 E College Ave., Ephraim, UT 84627.
4. It could be helpful to your request to be available when the committee meets to answer possible questions. Please ask for the time of place of the meeting for your application.
5. The decision relating to your appeal will be mailed to the address you provide below on the day following the committee meeting. You may also stop into the Student Success Office, Rm #200.

### STUDENT INFORMATION.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Semester and year to which the appeal applies: \_\_\_\_\_

### EXPLANATION OF PETITION.

- What exception to policy are you requesting?

- Why do you need this exception?

- What is the extenuating circumstance that kept you from meeting the specific requirement?

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Committee comments on back)*

**FOR COMMITTEE USE ONLY**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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