CEHD APPEAL REQUEST

Name:_________________________ G Number: __________________________

Mason email: ______________________ Phone Number: ______________________

Major or Program: _______________________________________________________________

☐ Graduate  ☐ Undergraduate  Semester of Appeal: _____________________________

Reason for Appeal: ☐ Academic Clemency (UG only)  ☐ Exception to University Policy

☐ Probation/Suspension (UG only)  ☐ Termination from Major (UG only)*

☐ Other (please describe): _______________________________________

*Graduate students should use the Termination Exception Request form found on the Registrar’s Website: https://registrar.gmu.edu/forms/graduate/.

Instructions:

1. Attach a separate document explaining the nature of your appeal, your rationale for this request, the details you wish to be considered, and your ideal resolution for the request.

2. Attach any relevant information or supporting documentation to substantiate your request.

3. Submit this CEHD Appeal Request form, your statement, and any additional materials that should be considered by the reviewer to the CEHD Office of Student and Academic Affairs at cehdsaa@gmu.edu from your Mason email account.

Read and sign: Requests are not effective unless approved by the College of Education and Human Development, Office of Student and Academic Affairs (SAA). Submission of a request does not guarantee approval. It is the student’s responsibility to continue to access their Mason email account for any correspondence relating to the request. An incomplete request with no student contact for 30 days will be automatically denied. Decisions may take up to 30 days to be rendered, therefore, the student shall plan accordingly.

I have read and will comply with the rules, regulations, requirements, and academic policies of the College and University. I certify that the above and any accompanying information is accurate and not in violation of the Honor Code.

_____________________________________________________  __________________________________
Student Signature  Date

___________________________________________________________  ______________________________________
Program Signature (required for Termination from Major appeals only)  Date

Please allow up to thirty (30) days for a decision once your appeal has been received by the reviewer.  9/2023