



College of Education and Human Development

Student and Academic Affairs
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INTERNAL USE ONLY

Approved Denied

Date Student Notified:

APPEAL REQUEST FORM

Name: _____

G Number: _____

Mason email: _____

Phone Number: _____

Major or Program: _____ Graduate Undergraduate

Type of Appeal: Academic Clemency (UG only) Probation/Suspension
 Exception to Policy Other: _____

1. Explain the nature of your appeal, your rationale for this request, and the details you wish to be considered. Please attach a separate sheet, if necessary.

2. What would be an ideal resolution for your appeal? Please explain.

3. Attach relevant information or supporting documentation for the appeal.

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