



Student and Academic Affairs
 4400 University Drive, MS 4B4,
 Thompson Hall, Suite 2300
 Fairfax, Virginia 22030
 Phone: 703-993-2080; Email: cehdsaa@gmu.edu

INTERNAL USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Student Notified: _____	

CEHD APPEAL REQUEST

Name: _____ G Number: _____

Mason Email: _____ Phone Number: _____

Major or Program: _____

Graduate Undergraduate Semester of Appeal: _____

Reason for Appeal:

Please refer to our website for more information: <https://cehd.gmu.edu/current-students/policies-and-procedures/>.

- | | |
|---|--|
| <input type="checkbox"/> Academic Clemency (UG only) | <input type="checkbox"/> Exception to University Policy |
| <input type="checkbox"/> Probation/Suspension (UG only) | <input type="checkbox"/> Termination from Major (UG only)* |
| <input type="checkbox"/> Other (brief description): _____ | |

* 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 with a thorough explanation of your appeal, your rationale for this request, and the relevant information you wish to be considered. If you are submitting an appeal regarding your academic standing (Probation/Suspension or Termination), you are expected to outline in great detail your action plan for improvement, including what resources/supports you plan to take advantage of and what specific changes you have already made and/or anticipate making to ensure your academic success going forward.
2. Attach any applicable information or supporting documentation to substantiate your request.
3. Please submit your completed Appeal Request form, 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 **GMU email** account.

Read and sign: Submission of a request does not guarantee approval. Students should allow up to 15 business days to receive a response to their complaint. It is the student's responsibility to continue to access their Mason email account for any correspondence relating to the request.

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

 STUDENT SIGNATURE

 DATE