

APPEAL PROCESS CHECKLIST

STUDENTS ARE LIMITED **TO TWO (2)** APPEALS DURING THEIR ENROLLMENT AT HOWARD PAYNE UNIVERSITY.

REQUIRED DOCUMENTATION

- Appeal Form with detailed information submitted by the student
- Student Requested Letter from the Student's Advisor – Providing insight about the student's academic performance as well as the advisor's recommendation about approving or denying the appeal and why.

The letter should be email from the advisor directly to the Karen LaQuey, Director of Student Aid or Dr. Wendy McNeeley, Assistant Vice President of University Services.

- In addition to the advisor's letter, students have the option of asking another faculty member or staff member to write a letter to the Committee in support of the appeal.

Due to the amount of time involved preparing an appeal, students cannot expect to begin gathering the required supporting documentation on the final submission date and still have their appeal reviewed.

Deadline to submit an appeal is four (4) weeks prior to the beginning of term which student wishes to attend.

REQUEST FOR TRANSFER COURSE APPROVAL

TRANSFER REQUEST FORM CAN BE FOUND ON GATEWAY. Students who desire to repeat a course or courses at another college or university must complete and submit the Request for Transfer Course Approval form online.

UNSATISFACTORY ACADEMIC PROGRESS

Students who participate in intercollegiate sports and appeal their academic suspension to be allowed to return to school, should contact the athletic director or the coach of their program regarding the participation policy which has been established by the Athletic Department.

HOWARD PAYNE UNIVERSITY ---- ACADEMIC and/or FINANCIAL AID APPEAL

CHECK THE APPROPRIATE TYPE(S) OF SUSPENSION			
<input type="checkbox"/>	ACADEMIC SUSPENSION	<input type="checkbox"/>	FINANCIAL AID SUSPENSION
<input type="checkbox"/>	PROVISIONAL ADMISSION CONTRACTS SUSPENSION	<input type="checkbox"/>	UNSATISFACTORY ACADEMIC PROGRESS

PRINTED NAME: _____ SID or SSN: _____

MAILING ADDRESS: _____ CELL #: _____

EMAIL: _____

I am requesting a review of my suspension based on the following extenuating circumstance(s):

_____ personal problems (family issues, illness or death of a family member) – **BE VERY SPECIFIC and attach documentation**

_____ adjustment to college life

_____ time management (working too many hours, not allowing enough study time)

_____ illness (recent or long-term) – Provide specific information – Dates, physicians notes, etc. and attach documentation

_____ Other – Be specific: _____

ATTACH A DETAILED LETTER OF APPEAL EXPLAINING YOUR EXTENUATING CIRCUMSTANCE AND HOW YOU PLAN TO ADDRESS YOUR ACADEMIC PROBLEMS AND IMPROVE YOUR CURRENT ACADEMIC STATUS.

PLEASE COMPLETE THE FOLLOWING:

1. My Major / Field of study: _____

2. My Anticipated Date to Complete Degree Requirements (Graduate): Month _____ Year _____

3. The courses I plan to take in the next semester are:

Courses	Repeat	Courses	Repeat

SIGNATURE _____ DATE _____

Return completed form by mail or FAX: Office of the Registrar, 1000 Fisk Street, Brownwood, TX 76801
Office of the Registrar - FAX# 325-649-8909 or Office of Financial Aid - FAX# 325-649-8973

REQUEST FOR TRANSFER COURSE APPROVAL

Students who desire to repeat a course or courses at another college or university must complete and submit the electronic Transfer Course Approval Form on Gateway. The properly completed request must be submitted **PRIOR** to beginning enrollment.

COMMITTEE USE ONLY: _____ APPEAL GRANTED _____ APPEAL DENIED DATE: _____
APPEAL TABLED UNTIL _____ DUE TO _____