

Stephen F. Austin State University  
James I. Perkins College of Education

Academic Appeal Form: Academic Decisions

Student Name: \_\_\_\_\_ Campus ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ SFA Email: \_\_\_\_\_

Major: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Course (if applicable): \_\_\_\_\_ Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_

**In order to further appeal/dispute an Academic Decision, all steps below must be completed in the order listed. Please read the appeal policy for deadlines and important information before proceeding with the appeal process.**

**1. Appeal to the Instructor:**

Instructor: \_\_\_\_\_ Appeal Date: \_\_\_\_\_ Approved/Denied

Recommendation from Instructor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**2. If not satisfied with Instructor's recommendation, you may appeal to the Departmental Chair/School Director:**

Departmental Chair: \_\_\_\_\_ Appeal Date: \_\_\_\_\_ Approved/Denied

Recommendation of Departmental Chair: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Departmental Chair/School Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. If not satisfied with Chair/Director's recommendation, you may appeal to the Associate Dean:**

Interim Associate Dean: **Dr. Stacy Hendricks**                      Appeal Date: \_\_\_\_\_

*To appeal to the Associate Dean, page 1 must be completed in full and all supporting documentation must be included. Your appeal must be a formal typed letter, including: 1.) the reason of your appeal, 2.) details and outcome of your initial appeal meeting with the Instructor, 3.) details and outcome of your appeal with the Departmental Chair, and 4.) what you are seeking to achieve moving forward. Completed form, typed letter and all supporting documentation are to be emailed to [coestudentservices@sfasu.edu](mailto:coestudentservices@sfasu.edu) or dropped off to Dr. Hendricks' front office desk in McKibben 118.*

Recommendation of Associate Dean: \_\_\_\_\_  
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Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Once an appeal is decided on upon by the College of Education Academic Associate Dean, if still not satisfied with the outcome you have the right to submit a formal written appeal to the Provost and Vice President for Academic Affairs. All documentation from previous appeal steps must be included with your appeal. The decision made by the Provost and Vice President for Academic Affairs is final.**