

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: _____

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:

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 or dropped off to Dr. Hendricks' front office desk in McKibben 118.

Recommendation of Associate Dean: _____

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.