

## Graduate Appeal Form

The Graduate College is the final arbiter in the process of requesting an exception to Graduate College policy. The Graduate College reviews an appeal one time. A re-appeal for the same request will not be accepted. It is important that you submit sufficient documentation with your appeal to support your case.

### Appeal Process

1. Complete the Graduate Appeal Form on the back of this information sheet. You (the student) must fill out this form, along with adequate justification and pertinent supporting information to the Graduate College. Documents must be delivered to the Graduate College by email [gradcoll@boisestate.edu](mailto:gradcoll@boisestate.edu) or hand delivered to Riverfront Hall, Room 307. If you have any questions please call (208) 426-3903.
2. An appeal with missing supporting documents will result in a delay in the appeal, so be sure to include all required forms, signatures, and documentation.
3. You should receive a written response to your appeal within fifteen business days after the Graduate College has received your appeal. It is important to provide a valid email address to receive this notification.

All appeals must include the signature of your academic advisor and/or program coordinator where appropriate. In most cases appeals will require a letter of justification, explaining the reason for the appeal or request, from your program coordinator.

### Appropriate Appeals for the Graduate College Include

- Request for an Exception to the Regionally Accredited Institution Requirement for Admission
- Request for Reinstatement to a Graduate Program following a GPA-based dismissal or prolonged inactivity
- Request to Extend the Duration of Study
- Request to Apply Courses Completed Outside of the Duration of Graduate Study to a Degree Plan
- Request to Apply Courses from outside the Transfer Credits, Aggregate Restrictions, Previously Applied Courses, Nondegree-Seeking Student, or Credit Residency requirements established in the *Graduate College Policy and Procedure Manual* and *Boise State University Graduate Catalog*.
- Request for Reinstatement to a Graduate Assistantship after a student has been released or dismissed
- Other requests for exceptions to academic policies and procedures stipulated in the *Graduate College Policy and Procedure Manual* and *Boise State University Graduate Catalog*.

### What is not Appropriate for Appeal to the Graduate College

- Academic Appeals – such as adding classes after the add deadline, dropping classes after the drop deadline, completely withdrawing from Boise State University, or completely withdrawing after the end of a semester or from a previous semester – should be appealed through the Office of the Registrar (visit [https://registrar.boisestate.edu/wp-content/uploads/2013/06/academic\\_appeal\\_form.pdf](https://registrar.boisestate.edu/wp-content/uploads/2013/06/academic_appeal_form.pdf) for more information)
- Grade appeals concerning the grade itself – should be appealed through the Office of the Provost (visit <https://academics.boisestate.edu/undergraduate/appeals/> for more information)
- Academic grievances concerning Faculty – should be appealed through the Office of the Provost (visit <https://academics.boisestate.edu/undergraduate/appeals/> for more information)
- Behavioral or conduct concerns – should be appealed through the Office of the Dean of Students (visit <https://deanofstudents.boisestate.edu/> for more information)
- Issues related to financial aid – should be appealed through the Financial Aid and Scholarships Office (visit <https://financialaid.boisestate.edu/handbook/manage-aid/satisfactory-academic-progress/> for more information)

## Graduate Appeal Form Cover Sheet

### Student Information

First Name	M.I.	Last Name	Student ID Number
Mailing Address	City	State	Zip Code
Daytime Phone Number		BroncoMail or Preferred Email Address	
Graduate Program		Anticipated Graduation Date	

### Mark the Category of Your Appeal

- Request for an Exception to the Regionally Accredited Institution Requirement for Admission
- Request for Reinstatement to a Graduate Program
- Request to Extend the Duration of Study
- Request to Apply Courses Completed Outside of Graduate Policy
- Request for Reinstatement to a Graduate Assistantship After a Release or Dismissal
- Other (explain) \_\_\_\_\_

### Submission Check List

Attach your typewritten request with justification and documentation to this *Graduate Appeal Form Cover Sheet*. Check the following documents that are included with your appeal:

- Student Letter explaining your request (required)
- Program Coordinator Letter (required)
- Reinstatement Plan of Study from Graduate Coordinator (if relevant)
- Other (explain) \_\_\_\_\_

### Signatures

I have read the appeals information and procedures on page 1. I have attached my letter of explanation, which is limited to one typed page, and have included pertinent documentation.

Student Signature	Date
Program Coordinator Signature	Print Name
	Date
Graduate Dean Signature	Print Name
	Date

Deliver to: Boise State University, Graduate College, Riverfront Hall, Room 307, 1910 University Drive, Boise, ID 83725-1110  
 Email: [gradcoll@boisestate.edu](mailto:gradcoll@boisestate.edu) Phone: (208) 426-3903 or Toll Free (800) 824-7017 FAX: (208) 426-2789  
 Website: <https://graduatecollege.boisestate.edu/>