



# APPEAL FORM

Student Name: _____	Today's Date: _____
Address: _____	
City: _____	State: _____ Zip: _____
Email: _____	Phone: (     ) _____
Program:	
<input type="checkbox"/> Animation & Visual Effects (AVE)	<input type="checkbox"/> Digital Filmmaking (DF)
<input type="checkbox"/> Game Art & Design (GAD)	<input type="checkbox"/> Interactive Audio (IA)
<input type="checkbox"/> Sound Arts (SA)	<input type="checkbox"/> Motion Graphic Design (MGD)

1. WHAT ARE YOU APPEALING? (Attendance issues are handled directly by your instructor, and do *not* go through the appeals process unless the absences have resulted in termination)

- Conduct/behavior issue      Termination      Academic grade (will be reviewed by Program Director)  
 Financial Aid Eligibility      Tuition      Satisfactory Academic Progress (SAP)  
 Other: \_\_\_\_\_

2. DESCRIBE YOUR DOCUMENTATION. Any documentation that helps substantiate the reason for your request is encouraged. Students appealing SAP should meet with the Registrar's Office to create an Academic Plan to submit as documentation.

4. DESCRIBE THE NATURE OF YOUR APPEAL including the specifics of what you are appealing, and any reasons, evidence, or circumstances that support your appeal

5. WHAT IS THE OUTCOME YOU ARE SEEKING?

6. IF YOU ARE APPEALING TERMINATION, SUSPENSION OR OTHER DISCIPLINARY ACTION, please describe any plans for personal improvement and/or change.

7. ADDITIONAL COMMENTS/INFORMATION:

**Attention:**

Please be sure Section 1 of page 3 is complete before submitting your appeal.



# APPEAL/REINSTATEMENT OUTCOME

*STUDENTS, PLEASE COMPLETE SECTION 1 ONLY*

## 1. This section to be completed by student:

Submission Date	
Full name	
Email	
Program	<input type="checkbox"/> AVE <input type="checkbox"/> DF <input type="checkbox"/> GAD <input type="checkbox"/> IA <input type="checkbox"/> MGD <input type="checkbox"/> SA

## 2. OUTCOME (To be completed by school official):

Appeal Type	approved	denied	deferred	other	
<input type="checkbox"/> REINSTATEMENT				<input type="checkbox"/> re-enter on probation <input type="checkbox"/> re-enter <i>not</i> on probation	Eligible for re-entry:
<input type="checkbox"/> CONDUCT					
<input type="checkbox"/> FINANCIAL AID					
<input type="checkbox"/> TERMINATION					
<input type="checkbox"/> TUITION					
<input type="checkbox"/> SAP					
<input type="checkbox"/> OTHER					

## 3. EXPLANATION (To be completed by school official):

<input type="checkbox"/> insufficient documentation	<input type="checkbox"/> issue not appealable
<input type="checkbox"/> no extenuating factors to warrant approval	<input type="checkbox"/> faculty/staff need to be consulted
Title IV Financial aid eligibility:	<input type="checkbox"/> not eligible while on probation <input type="checkbox"/> eligible during extended probation period
Comments:	

## 4. INSTRUCTIONS (To be completed by school official):

<input type="checkbox"/> student must contact the Registrar	<input type="checkbox"/> student must contact instructor(s):
<input type="checkbox"/> student must contact the Bursar	<input type="checkbox"/> student may apply for re-enrollment:
<input type="checkbox"/> Other/comments:	

Signature of school official

Title

Date

Questions about your outcome can be directed to:

- |  |  |
|--|--|
| <input type="checkbox"/> Dean of Students          | <input type="checkbox"/> Director of Student Affairs |
| <input type="checkbox"/> Dean of Academic Affairs  | <input type="checkbox"/> Registrar                   |
| <input type="checkbox"/> Director of Financial Aid | <input type="checkbox"/> Bursar                      |
| <input type="checkbox"/> Other:                    |  |

Staff directory can be found at: <http://students.expression.edu/staff-directory/>