

INSTRUCTIONS FOR APPEALING ACADEMIC DISMISSAL FROM POST UNIVERSITY

The following instructions are intended for ALL students who would like to appeal their academic dismissal. Completion of the attached form is required if you wish you have your academic dismissal reviewed. The appeal form, along with supporting documentation, should be sent as an email attachment to appeals@post.edu and your academic advisor/academic success counselor.

GENERAL GUIDELINES

- Appeal letters are only considered for students who provide a valid reason for why they have not met Post's academic standards, and a well-thought out plan for how they will improve their academic success, if allowed to return to Post University.
- Please see below for details. When preparing your letter, please keep in mind that you are requesting that Post University make an exception to an academic policy for you.
- Correct grammar, spelling, and punctuation are expected.

APPEAL FORM

1. Explain the mitigating circumstances that led to your academic dismissal from Post.
2. Describe what you will do to improve this situation. Please provide specific examples of changes you will make that will allow you to resolve the circumstances that led to your dismissal. You may want to include what academic resources at Post you plan to make greater use of if you are allowed to return.
3. Identify why you hope to come back to school and what your education means to you.

SUPPORTING DOCUMENTATION

All explanations of mitigating circumstances must be accompanied by relevant supporting documentation. Mitigating circumstances include (but are not limited to):

- Medical Issues – Students must provide signed and dated doctors'/physicians' notes. Please note that minor illness does not qualify as a mitigating circumstance.
- Military Obligations – Students must provide copies of their dated military orders, signed by a commanding officer.
- Familial Death – Students must provide both a dated obituary/death certificate and relevant documentation showing relation to the deceased.
- Family Emergency – Students must provide documentation related to the specific emergency (travel tickets if presence is required out of state, notice indicating care is being provided to a family member, etc.).
- Technical Issue – Students must provide tech support tickets/work orders or other relevant documentation (e-mail correspondence, repair receipts, etc.) showing an inability to participate due to technical mishap.
- Legal Recourse – Students must provide legal documentation verifying proceedings that would reasonably limit their ability to participate in coursework (child custody battle, divorce decree, etc.). Please note that students involved in criminal legal proceedings while attending Post University are ineligible to submit appeals for the corresponding period of enrollment.

The dates of the provided supporting documentation must be relevant to when academic performance began to decline. Please keep in mind that documentation outside of these parameters will not be considered during review of the appeal. Work scheduling conflicts and failure to attend classes do not generally qualify as mitigating circumstances when submitting appeals.



Academic Dismissal Appeal Form

Select one: Undergraduate Graduate

First Name _____ Last Name _____

Academic Advisor/Academic Success Counselor:

Student Finance Specialist/Financial Solutions Advocate: _____

STUDENT TYPE:	<input type="checkbox"/> Online	ACADEMIC SCHOOL:	<input type="checkbox"/> Baldrige School of Business
	<input type="checkbox"/> Main Campus		<input type="checkbox"/> School of Arts & Sciences
			<input type="checkbox"/> Burke School of Public Service and Education

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