

ELP Program Appeal Information and Procedures

The English Language Program (ELP) is the final arbiter in the process of requesting an exception to a policy. **The ELP 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. Use **black** or **dark blue** ink only.

The Appeal Process:

1. Complete the *ELP Academic Appeals Form* on the back of this information sheet. You (the student) should submit a *well-written letter*, **limited to one typed page**, along with adequate justification and pertinent documentation to the ELP's Office (College of Education 356). If you have any questions, call (909) 537-5978.
2. The ELP will review appeals within 3-5 business days. An appeal submitted with missing materials will result in a delay in processing, so be sure to include all required forms, signatures, and documentation.
3. You will receive a written response to your **COYOTE EMAIL** after the review of your appeal. It is important to keep your information updated on MyCoyote to receive the notification. You may also call (909) 537- 5978 after 3-5 business days to see if a decision has been made on your appeal.

Documentation may include, but is not limited to:

- *Academic Advising Forms* with required signatures
- *Registration Forms* with required signatures
- Computer generated schedules or records of transactions
- Obituaries, funeral or memorial service program
- Letters of support from faculty, advisor, physician, employer (on letterhead with their signature)
- Medical appointment history and bills

Appropriate Appeals for the University Academic Appeals Committee:

- Readmission into program after dismissal
- Fee adjustments of waivers based
- Other requests for exceptions to academic policies and procedures

What is NOT Appropriate for Appeal to the Academic Appeals Committee:

- Academic grievances concerning the grade itself
- Issues related to financial and satisfactory academic progress
- Requesting removal of grades from university records

Request for Appeal Form

1. Student Information

USE BLACK OR DARK BLUE INK ONLY

First Name	M.I.	Last Name	Student ID Number
Mailing Address		City	State ZIP
Daytime Phone Number		Email address	
Current Program			

2. Mark the category of your appeal: (Make sure to explain your reasons and situation in section 4)

- Late Registration:** requesting to be allowed to enroll after deadline and/or census. **Other:** *please explain*
- Program Fees:** contesting late fees. _____
- Academic Program Dismissal:** requesting to be allowed back into the program after academic dismissal. _____
- Program Termination:** request to be allowed back into the program after termination. _____

3. Quarter: (please check one) Fall Winter Spring Summer **Year:** _____

4. Justification: please provide a brief explanation of why your appeal should be approved. Attach any other support documentation to this cover sheet.

I have read the Appeals Information and Procedures on page one. I have used the space provided to explain my situation, and have included pertinent documentation.

Student Signature Date

OFFICE USE ONLY

IMPORTANT: MAKE A COPY FOR YOUR RECORDS

Date received: _____ By: _____ Student was notified: _____

CONTACTS MADE OR COMMENTS: Previous Appeals: _____

Pending Approved Denied Signature: _____