K. HOW MAKE AN APPEAL TO THE COMMITTEE OF ACADEMIC STANDARDS

a. All alterations or substitutions of any requirement or policy stated in the Catalog must be granted by the Committee on Academic Standards. This includes but is not limited to such things as late drop/add, late course withdrawals, course substitutions, or waiver of the senior residency requirement. The Committee normally meets once a month, so it is important that you submit an appeal as soon as you decide it is necessary.

b. Complete the Appeal to the Committee Academic Standards form. You must provide complete information including the name and number of the course involved, the semester involved and the exact exception or waiver you are requesting. You must write in detail a supporting essay, giving the Committee complete information on why you need the appeal.

c. Obtain the signatures of your advisor and other appropriate faculty as listed on the form. All cases involving late registration for a course must have the instructor’s signature and his/her verification that the student completed the course in question.

d. Return the completed form to the Office of the Registrar.

e. You will receive notification in writing of the Committee’s decision.