

### Appeal to Academic Appeals Committee:

The purpose of the Academic Appeals Committee is to ensure that students have been able to present all information pertaining to their case and that proper protocols have been followed, not to provide a secondary hearing of a case already heard by the Admissions and Advanced Standing Committee or the Curriculum and Degree Requirements Committee. For this reason, students should provide a basis for their appeal. This requires that appellants either submit new information (e.g. documentation from a doctor, counselor, or official, a statement from an advisor, test results documenting a learning disability or other pertinent tests, further explanation of a personal or family problem) pertaining to their case, or evidence of error or bias on the part of the previous committee. The Academic Appeals Committee will not substitute its judgment for that of the other committee, by overturning a previous decision unless such new information, error or bias provides a basis for doing so.

To: Academic Appeals Committee

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Last Name      First Name      Middle Initial

919 \_\_\_\_\_  
Northwest ID Number

\_\_\_\_\_  
Mailing Address During Appeal Process

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Northwest e-mail

Please check the statement that most accurately describes the reason for this appeal:

\_\_\_\_\_(A) Significant information that was unavailable to the prior committee

\_\_\_\_\_(B) Substantiated error and/or bias on the part of the prior committee

On the reverse side or on an attachment, please describe in a formal letter the circumstances that correspond to your choice above.

If you select "significant information" as the reason for your appeal, you **must** provide additional information that the first committee did not read about or view in documentation. The signature of your academic advisor or other faculty member is requested to indicate the appeal has been reviewed and does meet the criteria of significant new information or error or prejudice.

The time, date, and location of your hearing will be provided to you by the Registrar's Office. You will be allowed 15 minutes during which you may appear in person and present your appeal to the Academic Appeals Committee. One individual may attend the meeting with you and may also speak on your behalf.

#### To the Student's Academic Advisor/Supporting Faculty Member/Chairperson:

The above named student is in the process of appealing the University's Academic Appeals Committee in the belief that one of the two circumstances (A or B as denoted above) calls into question the decision of a prior university committee. Please discuss the appeal with the student and provide your comments below, if warranted.

\_\_\_\_\_  
Student's Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Support

\_\_\_\_\_  
Do not support

\_\_\_\_\_  
Aware

Comments:

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Support

\_\_\_\_\_  
Do not support

\_\_\_\_\_  
Aware

Comments:

**Instructions**

In the space below, or on additional paper, describe the reason(s) for your appeal. Be specific, detailed, and honest in justifying the basis for your appeal. You are encouraged to include letters or statements substantiating the basis for the appeal. Attach appropriate documents such as doctor's verification of illness, insurance claims, or legal documents.