



Graduate Studies, Stratton Administration Center
P.O. Box 730 · Kutztown, PA 19530 · (610) 683-4220

REQUEST FOR APPEAL TO GRADUATE EXCEPTIONS COMMITTEE

INSTRUCTIONS:

Please complete as fully as possible. It is your responsibility to support your request with relevant documentation. Please include statements of support from the instructor, advisor, department faculty, department chairperson, and any other written documentation that will serve to assist you in making your case known to the Graduate Exceptions Committee. This is not the form for time extensions or grade appeals. Return this form to Graduate Studies, Stratton Administration Center, Room 319.

STUDENT DETAILS:

Name _____	Email _____
Address _____	Graduate Degree Program in which you are enrolled _____
city state zip	_____
Phone (____) ____-____ Student ID _____	Expected Graduation Date ____/____/____

TYPE OF EXCEPTION REQUESTED:

<input type="checkbox"/> Course Reinstatement	<input type="checkbox"/> Medical LOA (MD Certification Required)	<input type="checkbox"/> Administrative Withdrawal	<input type="checkbox"/> Registration Exception
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MY REQUEST AND REASONS

Please provide a summary of your request and attach your written documentation

By signing this statement, I certify that the above furnished information is true and valid and that I have read and understand the following cited "Terms and Conditions" under which the Graduate Exceptions Committee operates:

- the Graduate Exceptions Committee is the final appeal body within Graduate Studies;
- the Graduate Exceptions Committee shall have access to and view my academic record-to-date at Kutztown University and other academic records that may be appropriate to the review of my case;
- the Graduate Exceptions Committee functions as an appeal body to consider the merits of individual cases which may require an exception to College or University policy, as such is not bound by precedents or previous cases submitted by other appellants;
- the Graduate Exceptions Committee will not consider grade appeals that are the purview of the Grade Appeal Board;
- the Graduate Exceptions Committee will not consider appeals that are the purview of the Student Faculty Review Board;
- the Graduate Exceptions Committee will not consider appeals that are the purview of the University Conduct Board;
- the Graduate Exceptions Committee will not consider appeals resulting from department dismissal outside of academic progress and standing.

Signature of student making this petition: _____

APPROVAL PROCESS:

ACTION	STATUS	SIGNATURE	DATE
Advisor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Department Chairperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
College Dean	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Graduate Exceptions Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Dean of the College of Graduate Studies:			