



## PROTOCOL FOR A LETTER OF APPEAL TO THE ACADEMIC POLICY COMMITTEE

Typed appeal letters directed to the Academic Policy Committee must include the **cover sheet** followed by a **letter** to the Academic Policy Committee and should follow the order of presentation noted below so that the Academic Policy Committee can clearly understand the issue in question and make a fair and well-informed decision. The Registrar (ext. 4336) or the Assistant Vice President for Academic Services (ext. 4388) can assist any student in defining the policy issue accurately for appeal. **Deliver letters to the Office of the Registrar in Glendening Hall or by fax at 240-895-4449 (on campus, 4449).**

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### Cover Sheet – APC Petitions

Please complete the sections of this form as needed. *Please make sure that any supporting documentation (physician's notes, signed add/drop slips from professors, emails of support from professors/program leaders, etc.) is attached to your petition.*

First Name:                      Middle Initial:                      Last Name:

Date of petition:

Campus Box Office Number:                      Student ID #:

Off-campus mailing address:

Street address

Apartment Number

City

Zip Code

Advisor's name:                      Major, if declared:

Nature of petition – check all that apply

Late add

Late withdrawal

Internship with less than 2.5 or lower than third year standing

Study abroad with less than 2.5 gpa

More than 6 of last 36 credits off campus

Other

Course code(s), number(s), and section(s) (ie, BIOL 101.01):

Name of Professor(s)

Office Use Only:  Transcript attached  Documentation attached

## Letter to the Academic Policy Committee – Outline of Format and Content

DATE:

TO: The Academic Policy Committee  
c/o Office of the Registrar  
Glendening Hall

### FIRST PARAGRAPH

The first paragraph should present the nature of your appeal, including the academic policy in question and the exception being requested. In three or four sentences, spell out the policy related to your case and the exception to the policy you are requesting. Be specific when stating the policy. You may want to quote or paraphrase the policy as presented in the College catalog. Furnish the catalog year and page numbers for policy reference. **When your appeal involves a specific course or courses, furnish the course title, number and section, and professor. If your appeal involves adding or dropping a course, attach the signed drop/add form to your appeal.**

### SECOND PARAGRAPH

The second paragraph should state the grounds for requesting an exception to the College's academic policies. Explain the reasons and history behind your appeal. Make sure you state your case in a clear and concise manner, furnishing pertinent details and extenuating circumstances. You **should** attach letters of support from doctors, faculty members, or administrators (or, if the information is of a highly personal nature that you do not wish the entire committee to see, you may have the information sent separately and confidentially to the Assistant Vice President of Academic Services, who can summarize the substance of the information without providing all the details to the committee; fax or deliver such information to Glendening 230, or fax to 240-895-2234). When you request letters of support, make reference to them in your appeal letter. **Important Note:** If you refer to letters of support in your appeal, be aware that the committee will not act on your appeal until the letters are received. It is your responsibility to ensure that the letters are sent to the Committee.

### THIRD PARAGRAPH

The third paragraph should present an understanding of the actions you will have to take if the appeal is granted or denied and the ramifications of the decision. For example, you may wish to state that if your appeal to withdraw from a course after the deadline is granted, you will pay the appropriate fees to the Business Office when you are billed, and complete any necessary paperwork with the Office of the Registrar. On the other hand, if the appeal is denied, you may state that you have to repeat the course in the next semester or over the summer. Outline the positive outcomes from a favorable decision and the hardships a negative decision may cause for you.

*For petitions to waive the minimum 2.5 GPA requirement for study abroad, petitioners need to submit a letter of recommendation from their adviser or another faculty member explaining student's readiness for study abroad and an email report of progress from each of your current professors. Professors should email updates to the Assistant Vice President of Academic Services.*

### **Your petition must be signed.**

*Note: The Committee ordinarily meets twice a week and acts only on appeal letters received by Monday at 5:00 PM of that week*

*Revised May, 2010*

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