



ACADEMIC DECISION APPEAL PROCESS

The process to appeal for a reconsideration of a college decision or an exception to unit, college, or university academic policies including late dropping of classes, academic drops, and readmission decisions is as follows:

- 1) Decisions on student petitions in the FAA Office of Undergraduate Academic Affairs are based upon codified university, college, and unit academic policies. When asked, office staff members may provide literal information on academic policies and the associate deans may provide interpretations and explanations.
 - 2) Students seeking reconsideration of a college decision or an exception to academic policy must submit a signed copy of the attached appeal form. Students may fax, mail, email, or deliver the appeal in person. The student may ask to speak with office staff or one of the associate deans when delivering the petition.
 - 3) If requested, the office staff or associate deans will conduct the initial appeal interview. An appeal interview will not result in an immediate decision.
 - 4) Following the submission of the appeal and an intake interview if requested, a decision on an appeal will be made by the college appeal committee. The appeal committee is comprised of the two associate deans, the College Academic Information Specialist, and the college admission and records officer. (A quorum may be considered adequate for decisions at the discretion of the associate deans.)
 - 5) The student should not expect a response in less than three working days. The student will be informed of the appeal committee's decision by email and letter.
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COLLEGE OF
FINE + APPLIED
ARTS

OFFICE OF UNDERGRADUATE ACADEMIC AFFAIRS

University of Illinois at Urbana-Champaign

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ACADEMIC DECISION APPEAL FORM

You should include all relevant and supportive information available to you in the appeal. The appeal should be attached to a copy of your original petition and provide additional or clarifying information regarding your case. **Restating a plea or submitting multiple requests will not result in a reversal of a decision** as long as the information upon which a decision was based has not changed. A hard copy of your appeal may be attached.

Name _____ UIN _____ Date _____
