



We strongly encourage you to read the following information and file an appeal. It is important that you analyze your academic difficulties so we can best help you in determining your future personal and academic goals.

This appeal form is a request for an exception of dismissal. Dismissal results from a failure to meet qualitative (2.000 UC GPA) **and/or** quantitative (minimum progress) standards. To appeal you must follow all the instructions for appeal preparation.

Your appeal must include responses to the statements and questions listed below.

ONLY TYPED APPEALS WILL BE ACCEPTED. YOU MUST BRING YOUR TYPED APPEAL AND ALL DOCUMENTATION TO YOUR APPOINTMENT WITH AN ACADEMIC COUNSELOR.

IF YOU DO NOT COMPLETE THIS PROCESS WITHIN 10 DAYS OF RECEIVING YOUR E-MAIL NOTIFICATION, YOU WILL BE DISMISSED FROM THE UNIVERSITY.

Final notification of the appeal outcome will be sent to your UC Davis e-mail account.

Your appeal should address the following:

- 1). Explain the circumstances contributing to your academic difficulties.
- 2). Describe how you have addressed and resolved these circumstances.
- 3). Explain what strategies you will utilize in the future to ensure continued improvement.
- 4). Explain your plans to make up any "Incomplete" grades or repeat D & F grades.
- 5). Develop a graduation plan with your major advisor and bring it to your appointment.

If you do not act on your e-mail notification and/or fail to appear for your scheduled appointment with an Academic Counselor, you will be dismissed immediately.

APPEAL FORM

IF YOU DO NOT COMPLETE THIS PROCESS WITHIN 10 DAYS OF RECEIVING YOUR E-MAIL NOTIFICATION, YOU WILL BE DISMISSED FROM THE UNIVERSITY.

Complete and attach this sheet to your typed responses.

NAME: _____	ID#: _____
ADDRESS: _____	PHONE: _____
_____	MAJOR: _____
_____	QUARTER: _____
E-MAIL: _____	DATE: _____

REASON(S) FOR REVIEW: CHECK APPROPRIATE LINE(S)

1. QUALITATIVE _____

2. QUANTITATIVE _____

DO NOT COMPLETE ITEMS BELOW THIS LINE – DEAN'S OFFICE USE ONLY

ACTION: APPROVED _____ DENIED _____ PENDING _____

COMMENTS:

Reviewed by: _____

Date: _____