

Academic Appeal Form

For instructions visit boisestate.edu/registrar/student-forms/academic-appeal-form

1. Student Information

USE BLACK OR DARK BLUE INK ONLY

First Name _____ M.I. _____ Last Name _____ Student ID number (or SSN if unknown) _____

Mailing Address (note: this address will be used to update our records) _____ City _____ State _____ ZIP _____

Daytime Phone Number _____ Broncomail or Preferred Email Address _____ Expected Graduation Date _____

Declared Major _____ International Student _____ Student Athlete _____ Student Housing _____ Eligible Veteran _____
(Please check all the boxes above that apply)

Mark the Category of Your Appeal

Adding a Course

Attach a *Registration Override Form* with instructor's signature. Financial aid may not be available

Complete Withdrawal (CW for the semester)

Be aware that this could impact your financial aid
Forward to Fee Appeals Committee for consideration

Dropping a Course (W for a class)

Regular Session—after classroom instruction ends
All other sessions—after the end date of the session
Be aware this could impact your financial aid.

Change Credit to Audit OR Audit to Credit

Attach instructor permission on Registration Override Form. Be aware this could impact your financial aid.

Academic Adjustment eForm

Requires Academic Adjustment eForm submitted by you or your advisor via [Student Forms](#).

Other (please explain)

Forward to Fee Appeals Committee for consideration*
*See [documentation requirements for fee appeals](#).

2. Semester and Year (check one, write the year) Fall Spring Summer

3. Course Information For complete withdrawals, **DO NOT** list courses.

5-Digit Class Number	Subject and Catalog Number (e.g. ENGL 102)	Section (e.g., 001)	Credit Hours	Session (e.g., Regular, 1 st 7-week, etc.)

Registrar's Use Only

Last day to Add w/o#:	Last Day to Add w/#:	Last Day to Drop w/o W:	Last Day to Drop or CW:

4. Attach your typewritten request with justification and documentation to this cover sheet.

Check the following documents that are included with your appeal:

- | | | |
|---------------------------|--------------------------|------------------------|
| Student Letter (required) | Military Orders | Other (please explain) |
| Academic Adjustment eForm | Obituary/Funeral Program | |
| Medical Records/Report | Override Form | |
| Support Letters | Police Records | |
| | Telephone Records | |

I have read the appeals information and procedures on page one. I have attached my letter of explanation, which is limited to one typed page, and have included pertinent documentation.

Student Signature (required) _____ Date _____

Important: make a copy for your records

Registrar's Use Only

Contact made or comments:
<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action Taken <input type="checkbox"/> Sent to Fee Appeals <input type="checkbox"/> DOS Referral