



Dear Student,

Pursuant to the Student Appeal Process, the following requisite forms (**Student Appeal Form** and **Informal Resolution Verification Form**) are for use in filing an appeal of any administrative action (e.g., dismissal, violations of behavioral standards), dispute over a final course grade, or other academic matter. If appealing an academic dismissal, or a dismissal for time (i.e., expiration of program completion timelines), please refer to the **Addendum to Appeal** for supplemental information (i.e., your response to a set of questions) that will be required for review of your appeal.

Please keep in mind that all forms and your written response to the questions in the **Addendum to Appeal** must be received in the Office of Student Judicial Affairs within forty-five (45) days from the date of the administrative action to be appealed, or within forty-five (45) days from the end date of the course if appealing a grade, otherwise, your appeal will no longer be eligible for review. We encourage you to submit all forms and any supporting documentation well in advance of the forty-five (45) day deadline to allow for any possible revisions and/or corrections that may be needed.

Should you have any questions, or if you need any assistance filing an appeal, please contact me at 954-262-8383 (toll free at 1-800-986-3223, ext. 28383), or via e-mail at [osja@nova.edu](mailto:osja@nova.edu).

Sincerely,

Francis Campbell Appeals Coordinator  
Abraham S. Fischler School of Education



**STUDENT APPEAL FORM**  
**Abraham S. Fischler School of Education**  
(Please Print or Type)

Name \_\_\_\_\_ NSU ID \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Phone: H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_

Degree (Check One): \_\_\_ EdD \_\_\_ EdS \_\_\_ MS/MA Program \_\_\_\_\_

Nature of Appeal (Check One): \_\_\_ Grade\* \_\_\_ Dismissal\*\* \_\_\_ Other\*\*\* (Specify Below)

\* *Complete only if appealing a grade* (include copy of course syllabus or course guide)

Course (Prefix, Number & Title): \_\_\_\_\_

Session/Term Enrolled: \_\_\_\_\_

Professor: \_\_\_\_\_

\*\* *If dismissed, state rationale for reinstatement (attach additional pages if necessary):*

\_\_\_\_\_

\*\*\* *Specify Other:* \_\_\_\_\_

Complete All Sections Below:

*Use the space below to provide an explanation of the circumstances that pertain to your appeal and your rationale. Cite any policies and/or procedures that you believe were violated by the program/professor (attach additional pages if necessary):*

*List supporting documentation (attach additional pages if necessary):*

*State desired resolution (attach additional pages if necessary):*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Student Judicial Affairs, Abraham S. Fischler School of Education (FSE)  
1750 NE 167<sup>th</sup> Street, North Miami Beach, FL 33162  
Via Email to: [osja@nova.edu](mailto:osja@nova.edu)  
Fax: 954-262-3991