

Dear Student,

Pursuant to the Abraham S. Fischler College of Education and School of Criminal Justice (FCE&SCJ) Student Appeal Process, the **Student Appeal Form** and **Addendum to Appeal** is for use in filing an appeal of any administrative action (e.g., dismissal, violations of academic standards), dispute over a final course grade, or other course related academic matter. The Addendum to Appeal contains a set of questions to supplement the Student Appeal Form. Please be sure to respond thoroughly and concisely to each of the questions contained in the Addendum to Appeal as failure to do so could adversely affect the appeal outcome.

Please keep in mind that the Student Appeal Form and Addendum to Appeal must be properly completed, received, and on file in the Office of Student Judicial Affairs (OSJA) within fifteen (15) days following receipt of notification of the administrative action to be appealed, or if appealing a grade, fifteen (15) days from the date the final course grade is posted (for an incomplete, fifteen [15] days from the date a final course grade is posted), otherwise, the appeal will no longer be eligible for review. Students are encouraged to submit all requisite documents, and any supporting documentation, well in advance of the fifteen (15) day deadline for submission.

Should you have any questions or need assistance with the completion and/or submission of an appeal, please contact OSJA at 954-262-8383 (toll free at 1-800-986-3223, ext. 28383), or via e-mail at osja@nova.edu.

Sincerely,

Office of Student Judicial Affairs
Abraham S. Fischler College of Education
and School of Criminal Justice

STUDENT APPEAL FORM

Abraham S. Fischler College of Education and School of Criminal Justice

(Please Print or Type)

Name: _____ NSU ID: N_____

Mailing Address: _____
Street City State Zip

Email: _____ Phone: Home () _____ Cell () _____

Degree (Check One): EdD/PhD EdS MS Program/Major: _____

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): _____

Term/Semester 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: _____