

**CUMBERLAND UNIVERSITY
ACADEMIC APPEAL FORM**

REASONS FOR SUBMITTING AN ACADEMIC APPEAL

- | | | |
|---------------------------|------------------------|-------------------------------|
| 1. Directed Study Request | 4. Course Substitution | 7. Crossover |
| 2. Course Overload | 5. Catalog Change | 8. Permission for Grad course |
| 3. Transient Permission | 6. Course Waiver | 9. Special Circumstances |

****STUDENT'S SECTION****

NAME: _____ ID# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (CELL) _____ PHONE (OTHER): _____

EMAIL: _____@students.cumberland.edu

STUDENT SIGNATURE _____ DATE: _____

****ADVISOR'S SECTION****

ADVISOR'S RECOMMENDATION:

ADVISOR'S SIGNATURE _____ DATE: _____

FACULTY ASSIGNED TO INSTRUCT DIRECTED STUDY (student must have a letter from the faculty member saying that they have agreed to teach the directed study). It must be attached to this form.

Faculty Assigned: _____

****SCHOOL DEAN'S SECTION****

DEAN'S RECOMMENDATION:

DEAN'S SIGNATURE _____ DATE: _____

STUDENT: PLEASE BRING COMPLETED FORM AND LETTER TO THE OFFICE OF ACADEMIC AFFAIRS

Provost and Vice President for Academic Affairs Signature/Date

THERE IS A \$300 FEE FOR EACH DIRECTED STUDY

ACADEMIC APPEAL FORM PROCEDURE

Refer to the current Academic Catalog for specific appeal policies.

STUDENT RESPONSIBILITY:

1. The student filing this appeal is responsible for ensuring the form is completed in its entirety and all required attachments and signatures are secured.
2. The student is to maintain possession of this document and all attachments. Do NOT leave this form with an Advisor or Dean.
3. The completed appeal should be submitted to the Registrar's Office for final approval. You will receive a notification of the outcome of your appeal.

REQUIRED DOCUMENTS:

Every appeal MUST include a letter from the student indicating the reason for the appeal. Be specific!

Directed Study

All directed study requests must be filed before the "Last Day to Add a Class" each term, which is published in the *CU Register*. Include completed Drop/Add form with the course you wish to add if the appeal is approved. Include a letter from the instructor, which states his/ her willingness and availability to teach the course. There is a \$300 fee for each directed study.

Course Overload

Include a completed Drop/Add Form for the semester in which you are requesting the overload, which shows the overload course to be added upon approval.

Transient Permission

Include in your documentation, the reason for the request for transient permission, the name of the school at which you plan to take the course, the specific course number, course name, course description and dates of the course.

Course Substitution

Include in your documentation, the course number, name of the course, course description from the named school in which credit was earned. Also, include the same information for the course at Cumberland University for which you want the substitution.

Catalog Change

Include in your documentation: the reason for requesting to change your catalog and indication of the catalog (academic year) to which you wish to change. The advisor should confirm the reasonability to be able to complete the degree program in a timely manner.

Course Waiver

Include in your documentation, the course number, course name, and course description for the course being requested to waive. Your advisor and Dean should be in agreement with this course of action.

Crossover

Students who wish to take a course outside of their normal delivery or instruction method must request permission. Include the reason for the request, the specific course, and the delivery method you are requesting.

Undergraduate Enrollment in Graduate Courses

Include in your documentation, the course number and name for the course requested. Indicate if you wish for the course to count for graduate credit or undergraduate credit. If the graduate course is requested to substitute for another course in your degree plan, please include the course number, name, and description.