

Appeals Process
Pre-application for semester program
Off-Campus Programs

A student whose preliminary application for a semester program has not been approved may appeal that decision in the form of a formal letter written to the Director of Off-Campus Programs.

If the denial is based on a low GPA, the student should

- include a copy of their transcript (does not need to be an *official* transcript)
- explain why the GPA is so low
- express steps being taken to improve the GPA
- convey how they can still be successful in the off-campus program
- demonstrate why they should be allowed to go
- explain why they need to go at this particular point in their academic career
- the student may wish to include another letter of recommendation from a professor who can attest to their academic ability (not required)

If the denial is based on Student Life violation, the student should

- explain the violation
- describe what has been done to address the problem
- express why the problem will not be an issue on the program
- demonstrate why they should be allowed to go
- explain why they need to go at this particular point in their academic career
- the student may wish to include a letter of recommendation from an authority figure who can attest to the fact the violation will not reoccur (not required)

If an appeal is granted, the student may continue the application process. If accepted to the program, the program director and the student must together create and sign a contract outlining specific expectations regarding assignments, homework, and/or behavior as well as specific penalties. In the case of low GPA, the student may be required to achieve a certain GPA during the semester prior to the off campus program, or a certain grade in a specific course.