

# Writing an Appeal to the Appeals Committee



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## Write in the Form of a Letter

Your appeal should be written in the form of a professional letter, addressed to Dr. Robert Bringolf, Warnell's associate dean of academic affairs. You can find many templates for professional letters on the Internet. Members of the appeals committee may not know you, so the professionalism, grammar, vocabulary, and clarity of your appeal will influence their decision.

## State Your Request

Your appeal should include your specific request. For example, if you wanted to substitute one course for another, you would write "I would like to substitute P BIO 4650 (Plant Taxonomy, 4 hours) for FORS 3010 (Dendrology, 2 hours) & 3010L (Dendrology Lab, 1 hour) in my program of study." Your request should be followed by an explanation of why you are making the appeal, as well as any facts that you think would support your appeal.

## Submitting Your Appeal

When submitted, your letter should be attached to an email to Dr. Bringolf's assistant, Ms. Jenny Yearwood (yearwood@uga.edu). Your appeal must include the details and supporting documents listed below. Ms. Yearwood will provide the appeals committee with a copy of your unofficial transcript.

## Required Information and Supporting Documents

- UGA ID Number. You must include your 81X number in your appeal.
- Home Address. Make sure your home address is in your appeal.
- Syllabi. If your appeal involves courses, then you must provide a syllabus for each course involved.
- Faculty Mentor Support. If you are in the Professional Program, you should request a letter of support from your faculty mentor. If your mentor agrees, then they should send that letter to Ms. Yearwood via email or hard copy.

## Deadlines

Appeals are considered as they are received, and generally a decision is available within two weeks after submission of an appeal. However, the appeals committee may occasionally take longer to come to a decision. Therefore, you should always make an appeal with ample time before you need the decision. Earlier is better. If your appeal is denied, you may need time to make a different appeal.