

Please return completed form and attachments to the Office of the Registrar.



## ACADEMIC APPEAL FORM

Academic appeals may be made regarding withdrawals due to extenuating circumstances such as medical emergencies and academic suspension. The Academic Appeals Committee will consider your case and you will be notified via USCB email of the decision. *The Committee's decision is final*; you may not file another appeal on the same issue.

[This Form](#) may be faxed to 843-208-8282 or emailed to registrar@uscb.edu.

### INSTRUCTIONS:

Complete the items below and attach a detailed explanation of your appeal. Be sure to also attach relevant documentation supporting your case. Please note the following deadlines:

- Withdrawal for extenuating circumstances: no later than the last scheduled final exam day of the term for which you are appealing.
- Academic suspension: no later than 14 calendar days after the date on the suspension notification letter.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

USCB Email: \_\_\_\_\_

My appeal is regarding the following term: \_\_\_\_\_

Student **Written** Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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### *Office Use Only*

**Approved**

**Denied**

Faculty signature: \_\_\_\_\_

**Approved**

**Denied**

EVCAA signature: \_\_\_\_\_

**Approved**

**Denied**

Registrar signature: \_\_\_\_\_

**Appeal Decision:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_