



APPEAL PROCEDURES FOR WITHDRAWAL POLICY -6

The Office of the Dean of Students serves as the appellate body for the University Withdrawal Policy (Policy 6). In compliance with the Withdrawal Policy 6, appeals are primarily granted based on:

- University Error
- Detrimental/Unforeseen Circumstances
- New information has been presented that was not available for original request deadline

I WANT TO APPEAL, NOW WHAT?

Step 1:

Please submit a one page (maximum) letter explaining your need to appeal and all additional supporting documentation; that you believe will be needed to effectively review your appeal request based on the above criterion. Submit information to the Office of the Dean of Student (deanofstudents@govst.edu) or A2134 *within 10 days of your denial letter receipt* from the Registrar.

Step 2:

If you would like to meet to discuss your appeal, please contact the Office of the Dean of Student to make an appointment with the Coordinator of Community Standards. If we don't receive any additional information and/or a request to meet *within a week of this initial request* with our office (email and/or in person), we will proceed with the information we have to review your appeal request.

Step 3:

Office of the Dean of Students will investigate/ review appeal information to make decision.

Step 4:

Decision Notification from the Office of the Dean of Students: Students will be notified of *decision within two weeks of meeting and/or initial request* (email and/or email).* If your appeal is approved, please give needed departments at least two weeks to make changes to your account.

If you have any questions/concerns about this appeal process please feel free to contact us at 708.235.7595 or deanofstudents@govst.edu

*Some appeal reviews may take additional time outside of the above timeframe, students will be informed of additional time will be taken.

The Office of the Dean of Students is the last appellate body for such an appeal