



STUDY ABROAD PROGRAM APPEAL PROCESS

When to use this form:

1. When APSU students do not meet the general APSU eligibility requirements to apply for/participate in an APSU study abroad program. By submitting this appeal petition you are in no way guaranteed acceptance into any program. If your appeal is denied, we highly recommend you work to meet all requirements and re-apply in a future term. Please keep a copy of this appeal for your personal records.

NOTE: *In order for APSU to consider your appeal, you must ensure that you have started an online Study Abroad Application. (For students participating in a CCSA program, you will need to have started BOTH the CCSA application and APSU application.)*

2. When APSU students have other concerns/issues that may require an appeal.

Timeline:

Students are advised to submit this form as soon as possible. The appeal process can take approximately 1-2 weeks. Appeals will not be considered if there is not adequate time for processing. Completed appeals must be received **at least two weeks prior to your program deadline**. A required meeting with the Director of Study Abroad and International Exchange will be scheduled once appeal is submitted.

Documentation to submit in support of this request:

1. You are required to submit a statement (1 page) explaining in detail why an exception should be made on your behalf. Any extenuating circumstances as to why the required GPA hasn't been met, what efforts you have been making to attain the required GPA and what actions will you take while abroad to ensure your academic success; or submit a statement providing information on your specific concern/issue.
2. You are required to submit an **Appeal Support Letter** from one of your current APSU faculty instructors stating why he/she thinks you're a good candidate for an appeal. The APSU faculty writing your support letter **CANNOT** be the same faculty leading the study abroad program you are applying for.
3. Please submit any additional supporting materials or evidence that will support your case.

Where to submit this form:

Please bring this form and all supporting documentation to the Office of Study Abroad and International Exchange at:

**325 Drane Street
The International White House
2nd Floor**

Notification of decision:

You will be notified in writing via e-mail.



Study Abroad and International Exchange

APPEAL

Austin Peay State University
Study Abroad Program Appeal Form

STUDENT NAME: _____ A#: _____

Email: _____ Telephone # _____

MAJOR: _____

CURRENT CUMULATIVE GPA: _____ MOST RECENT TERM GPA: _____

PROGRAM APPLIED FOR: _____ TERM: _____

ELIGIBILITY REQUIREMENT YOU DO NOT MEET OR OTHER CONCERNS/ISSUES:

I consent to the release of confidential information related to my appeal. This information is being released only to evaluate my appeal, and will only be released to APSU faculty and staff contributing to or otherwise involved in the appeal process. By signing I agree that I understand that by completing this form I have read and understand the process and requirements of an appeal, and understand that by submitting this appeal I am in no way guaranteed acceptance into the program.

SIGNATURE OF CONSENT: _____ DATE: _____

OSAIE USE ONLY: Please check the appropriate section below:

_____ This appeal has been **APPROVED**

_____ This appeal has been **DENIED**

Director of OSAIE

Date