RSRS STUDENT STANDING COMMITTEE APPEAL FORM

The appeal process should be discussed with the respective Academic Advisor before a formal appeal is sent to the Student Standing Committee, as stated in the RSHS Academic Student Handbook. Appeals to the Student Standing Committee should be submitted in writing within the specified period of time indicated in the initial notification letter. You may add information regarding your appeal to the form below or you may use this form as a guide in writing your appeal letter. Supporting documentation (e.g., letter from physician) must be included.

Name: ___________________________________________ Date: __________________________
Mailing Address: ___________________________________________ Telephone: _________________
Email Address: ___________________________________________ Telephone: _________________
Major Area of Study: ___________________________ Year in Program: ___________________________
Name of Academic Advisor: ___________________________________________

Specific Statement of Request / Reason for Appeal:

Detailed Explanation and Timeline of the Extenuating Circumstance(s):

Supporting Evidence/ Documentation

Description of Steps Taken to Remedy the Situation:

Requested Outcome:

Please attach relevant background documentation. Documents may be sent via email (rshsacademics@duq.edu), fax (412-396-5554) or mail to the following address:

RSRS Student Standing Committee
Attention: Office of the Dean
Duquesne University
Rangos School of Health Sciences
302 Health Sciences Building
Pittsburgh, PA 15282

*Format of this form was provided by DU/ SOE.