

Academic Appeals FAQs

How do I submit an Academic Appeal?

Academic Appeals can be submitted to the Registrar's Office at 135 Hargray on the Bluffton Campus or can be emailed to registrar@uscb.edu. When submitting an Academic Appeal, students should include the *Academic Appeal Form*, a detailed letter outlining the student's request and their case for their request, and any supporting documentation that may help their appeal.

What can I submit an Academic Appeal for?

Students can submit an Academic Appeal to request grades of 'W' for a particular semester due to an extenuating circumstance that hindered their ability to be academically successful. This may include, but is not limited to, medical circumstances that may arise, a traumatic event, or family/personal matters.

Students may also submit an Academic Appeal to request being reinstated following being placed on Academic Suspension.

Are there deadlines to submit an Academic Appeal?

Yes. Students requesting grades of 'W' for all courses have no later than 14 calendar days after the last day of classes for the semester in which they are appealing. Students requesting to be reinstated from an Academic Suspension have no later than 30 days from the date of the suspension notification letter.

Appeals that are submitted past the deadline are taken under consideration by the Provost's Office.

Can I request a grade of 'W' for just one or two courses?

Yes, students may submit Academic Appeals for some courses, but not all. Appeals for these requests must indicate how the student's extenuating circumstance impacted the courses in question, but did not impact the other courses. Approvals for these types of requests are rare.

How long before I receive a decision about my appeal?

Students can expect to receive a decision regarding their appeal within 1 or 2 weeks of submission. The Academic Appeals Committee process appeals as quickly as possible.

What makes a strong Academic Appeal?

A strong appeal contains a thoughtful, detailed letter that outlines what the student is requesting and why they feel their request should be granted. It is recommended that this letter is well thought-out and provides the student's genuine, honest perspective about their request. Supporting documentation strengthens any appeal that is submitted.

For students requesting a grade of 'W' for all classes, the letter should indicate the extenuating circumstance and how that hindered the student's ability to be successful.

For students requesting to be reinstated from Suspension, the letter should clearly show a recognition of why academic standards were not met and a plan for improvement moving forward if approved.

What are some examples of supporting documentation?

Supporting documentation helps make an appeal stronger by providing evidence of the student's case. Some examples of supporting documentation include:

- Medical Documentation
- Letter of Support from professors or advisors
- Obituaries
- Email exchanges

How will I receive a decision?

Once a decision is rendered regarding your appeal, you will be notified of the decision through your USCB email.

What if I want a refund?

The Academic Appeal form is not the route to request a refund. Students wishing to request a refund should complete the **Refund Exception Form** through the Bursar's Office. The form and policy can be found here: <https://www.uscb.edu/bursars-office/refunds/index.html>.



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