**SCHOLASTIC APPEALS PETITION**

**IDAHO STATE UNIVERSITY**

This petition is only to be used after a student has met with the instructor in an effort to resolve the issues in question, presented any unresolved issues to the Department Chairperson, and had a formal hearing before the Dean of the College involved.

A complete description of the Scholastic Appeals process can be found in the ISU Student Handbook ([www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf)).

Student Name

Student ID Number

Telephone Number(s)

E-mail

Name and Number of Course Being Appealed

Semester and Year Course was Taken

Instructor Name

Concise description of the complaint:

Student Signature Date

1. Attach copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean’s formal hearing;
2. Obtain comments and signatures from the faculty member, department chairperson, and Dean of the College;
3. Return this form to the Office of the Vice President for Student Affairs

Faculty Member comments:

Faculty signature Date



Department Chairperson comments:

Department Chairperson signature Date



Dean of the College comments:

Dean of the College signature Date

CONSIDERATION OF APPEAL BY SCHOLASTIC APPEALS BOARD

The Scholastic Appeals Board reviewed this petition on (date)

and voted to:

**Grant a formal hearing.**

The date for the formal hearing will be at least two weeks from official notice given to the involved persons.

**OR**

**Denied a formal hearing.**

If this occurs, the student’s petition is denied. There is no further appeal.

Date set for final hearing, if any

Date by which official notice must be given to involved parties



FINAL HEARING OF SCHOLASTIC APPEALS BOARD

Date of final hearing

Final decision of Scholastic Appeals Board:

Signature of Scholastic Appeals Board Chairperson

Please attach signed statements of confidentiality by all members of the Scholastic Appeals Board, and forward this petition to the Office of the Vice President for Student Affairs.