

**PROCEDURE FOR APPEALING INELIGIBILITY TO CONTINUE  
GRADUATE STUDIES  
JACKSONVILLE STATE UNIVERSITY**

The following appeal procedures are available for students who have been declared ineligible to continue as a graduate student due to failure to maintain the cumulative graduate grade-point average required for their program/certificate program.

1. The graduate student must submit a written request for readmission to the Dean/Associate Dean of Graduate Studies. The written request should address the reasons why it would receive favorable action.
2. Upon receipt of the written request, the Office of Graduate Studies will notify the student of the date, time, and location of the Appeals Committee meeting.
3. The Appeals Committee will be appointed by the Dean/Associate Dean and will be composed of members from the graduate faculty. The Committee will be chaired by the Dean for Graduate Studies or the Associate Dean.
4. The Committee will be provided with the available documents, including the student's written request for appeal and the student's undergraduate and graduate course history.
5. The student will be afforded the opportunity to attend the Appeals Committee meeting and to provide additional relevant information in support of the student's request for readmission. This is an administrative hearing and is limited to the committee members, the Dean/Associate Dean for Graduate Studies, and the student.
6. The student will be notified by the Dean/Associate Dean, in writing, of the recommendation made by the Appeals Committee, within fourteen (14) working days from the date of the meeting with the Appeals Committee.

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