

## **Academic Appeal Form – Residency Requirement and Second Language Requirement**

The College's Faculty Committee on Academic Appeals (FCAA) is responsible for reviewing appeals related to exceptions to academic policy under the authority of the College of Arts and Sciences.

### **Guidelines**

- Use this form to file an appeal for the residency requirement **or** the second language requirement.
- All appeals related to course drops/enrollment adjustments **must** be submitted within 60 calendar days from the semester end date noted on the academic calendar for the semester in question.
- Academic Appeals **must** be submitted directly by the student from their student UM email account. Appeals will not be accepted from parents/guardians, doctors, attorneys, or anyone else other than the student.
- Transcripts will not be altered once a student has graduated and has a conferred degree. Appeal decisions will be delivered to the student's UM email account within 30 days of receipt of the appeal.
- The student maintains full responsibility for the impact of an appeal decision, especially as it relates to their account, financial aid, visa status, academic progress, and graduation timeline.

### **Student Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ C Number: \_\_\_\_\_

Campus Email Address: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

### **Appeal Request:**

#### ☐ **Residency Requirement Appeal**

Semester of Residency Request: \_\_\_\_\_

Credits Requested: \_\_\_\_\_

*Submit an attached appeal letter which includes the reason/justification for the request to take one or more courses that do not satisfy the requirement that the student's final 45 credit hours be completed in residence at the University of Miami.*

#### ☐ **Second Language Requirement Appeal** (College of Arts and Sciences' General Education Requirements)

*Submit a sealed official transcript and/or diploma from the secondary institution (high school) that you attended full-time for at least two years in which the primary language of administration and instruction was a language other than English.*

### **SUBMIT ALL APPEALS TO**

College of Arts & Sciences - Student Academic  
Services Ashe 140  
OR  
sas.as@miami.edu

I attest that the information and documentation provided is true and accurate to the best of my knowledge. I understand that any falsification or misrepresentation of the facts will result in an appeal denial and could be subject to additional actions per the undergraduate honor code.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date