General Appeal Form

To ensure that your appeal is fully considered, you should thoroughly review and complete all steps listed below:

1. Write a formal statement clearly stating your request and addressing all extenuating circumstances. Your statement should also include an explanation as to why you did not drop your coursework/resign within the timeframe allowed by the University (if applicable).
2. Provide documentation that confirms these extenuating circumstances. All documentation should be on professional or departmental letterhead.
3. Submit your completed appeal packet to UCAC in 150 Himes Hall, email it to ucac@lsu.edu, or fax it to 225-578-8268. Incomplete appeal packets will not be considered for review.

What to expect from the review of your appeal:

1. A UCAC counselor will email your professor(s) for information about your attendance, performance, and any other pertinent information they may have about your specific case. Completion of this step determines when the appeal will be submitted for review.
2. The submission of an appeal does not guarantee that your request will be approved.
3. Once a decision regarding your appeal has been reached, you will be notified via email.
4. If the appeal is approved, the paperwork will be submitted for processing and your academic record will be updated within 5-7 business days.

When reviewing appeals, the UCAC committee is essentially following these guiding principles:

1. What happened after the deadline date in the academic calendar that prevented the student from completing the semester?
2. What happened before the deadline date in the academic calendar that prevented the student from making a rational decision to resign or drop a class within the time allotted in the academic calendar?
3. What other extraordinary circumstances were clearly stated and documented that warranted an exception to the academic deadline to resign or drop classes?