

eSchool Student Application of Appeal

Student Name _____ Phone # _____ E-mail _____

The Application of Appeal is available to any Provo eSchool student requesting changes or exceptions to eSchool policy. To process your appeal, please follow the instructions below. Provo eSchool will review your application of appeal and respond, typically via e-mail, within 10 business days of receiving the completed form. **Completion of this process does not guarantee your appeal will be approved. You are responsible for maintaining all course work while this appeal is being processed. A \$15 fine may apply to students dropping after 10 days of enrollment. APPEAL MUST BE COMPLETED BY STUDENT.**

Appeal Process Instructions:

In order to appeal any decision regarding your academic records, you must complete this form entirely to request an exception to an eSchool policy. Incomplete appeals will not be considered. Please submit your form to eSchool staff via e-mail at eSchool@provo.edu, in person, or via mail to Provo eSchool, 280 W 940 N, Provo, UT 84604.

I am submitting an appeal for _____ (course name) regarding:

Grade(s) on my transcript Course Extension Early withdrawal/drop class Other

Please explain your situation and why an exception should be made at this time.

Explain the steps you plan to take to avoid this situation in the future.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Counselor Signature _____ Date _____

FOR OFFICE USE ONLY		
Approved	Yes:	No:
By		
Reason/Notes:		