

INSTRUCTIONS FOR FILING APPEALS WITH THE LINCOLN UNIVERSITY ACADEMIC ROUTINE COMMITTEE

1. Complete the application form provided in the office of the Chair of the Academic Routine Committee. If the office is closed please make sure you put your appeal in the campus mail room by the enclosed deadline date. **Please make sure the application form is filled out completely. Failure to complete the entire application may result in a delay in filing your appeal.**

2. Include a type-written letter in which you explain, in detail, exactly what you are asking the Academic Routine Committee to approve. You must also explain, in detail, the reason or reasons why you feel your request should be approved. Your letter must include what personal changes you will make to ensure you will have a more successful future at Lincoln.

3. Include any documents which support your request (i.e. medical records, letters from your professors/ advisor, verification from the Student Accounts office of a zero balance. Note* If you have a balance, it may delay your appeal.)

4. Staple or clip all the materials listed above with the application on top, your letter next and any supporting documents last. **No faxed or electronic appeals will be accepted. Appeal decisions cannot be provided over the phone.**

5. The packet of materials must be received in the office of the Chair of the Academic Routine Committee by the Friday before Regular Registration of the semester in which you wish to enroll. You **must** indicate which semester(s) you are wishing to appeal for. If you do not indicate the semester, it may result in you having to write subsequent letters.

6. To have your appeal considered, you must follow the directions above **exactly** as written.

Mail Appeals To:

Mrs. Theresa Ferguson
Chair, Academic Routine Committee
820 Chestnut Street, 117 Young Hall
Jefferson City, MO 65101
Phone: (573) 681-5128

For more information visit us on the web at:

<http://www.lincolnu.edu/pages/1279.asp>

Schedule and Info for Hearing Appeals

The Academic Routine Committee (ARC) will require the following:

- The appeal must be **received** in the Office of the Assistant to the President, Mrs. Theresa Ferguson, Young Hall, Room 117, the **Friday prior** to the beginning of registration for that particular semester by 5:00 p.m. The form and/or letter **CANNOT** be **emailed** or **faxed** to this office without prior permission from this office. If you do not have permission to fax or email your appeal you **must** present your information in person or via postal mail.

- The ARC will meet the Monday of registration week to review the appeals received on the previous Friday. Appeal decisions **CANNOT** be provided over the phone.

Appeals for Fall 2008 Reinstatement due by Friday, August 15, 2008.