



GRAMBLING
STATE UNIVERSITY®

Office of Graduate Studies

Instructions for Fillable (Paper)

Graduate Appeals Form

Attention Graduate Students:

The Graduate Appeals fillable form can be used if you do not have access to your GSU email address. To receive access to or reset your email, please follow the step- by-step guide provided in this link: <https://gram.edu/offices/infotech/studentemail.php>.

To have your appeal considered by the Graduate Council:

1. Read the statement at the beginning of the appeals form.
2. Enter the semester and year for which you are seeking readmission. *Note: The Graduate Council is currently considering appeals for the Summer and Fall terms **only**.*
3. Fill in your information under the “**Student Information**” section.
4. Select the to which you are seeking readmission from the drop-down list for (#3 **Degree Program**).
5. Fill in your information under the “**Program Information**” section.
6. **Appeal Details:** be sure to select your **Reason for Appeal** from the drop-down list for (item #7).
7. Under “**Acknowledgement**,” type in your name to certify that the information you have provided is accurate.
8. Once you have completed the fillable graduate appeals form, you will need to email it along with your appeal letter, GSU transcript, and other supporting documentation (if applicable) to Mrs. Kelly-Clark at kellya@gram.edu.

Please allow ample time for your appeal to be reviewed by the Graduate Council. You will be notified via email of the Graduate Council's decision on your appeal. You may follow-up with the Office of Graduate Studies via phone at 318-274-2158 for an update on your status.