



**WPI**

# Graduate Student Appeal of Academic Standing

Office of the Registrar  
100 Institute Road, Worcester, MA 01609  
Ph: (508)-831-5211  
Fax: (508)-831-5931

**Instructions:**

1. Complete Part I.
2. Complete Part II.
3. Submit the completed form to the Registrar's Office. The Registrar's Office will request a recommendation from your department or program. This may be submitted by email or the representative may meet in person with the reviewing committee.
4. The petition will be forwarded to the Committee on Graduate Studies and Research (CGSR), who will make the final decision. All supporting documentation for any petitions must be received by the stated deadlines.

**Part I (Please Print):**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**Deadlines:**

The deadline to submit appeals with all documentation is specified in the notification of standing letter. It is typically two weeks after semester end. If a student wishes to appeal at a later date, the form and all documentation should be submitted no later than one month prior to the start of the student's next intended semester of enrollment.

**Part II:**

Attach a letter clearly explaining the following:

1. What accounted for your academic difficulty leading to the standing.\*
2. Why you believe you are now better prepared to resume your studies. Include any plans you may have made with your advisor.
3. Include supporting documentation that shows evidence to support that you are ready to resume your studies. Examples might include letters from employers or documentation of other efforts you may have undertaken to help CGSR make the most informed decision about your petition.

\* If you wish the committee to take into consideration medical/psychological factors, you may have your health provider submit the [Petition Support Documentation form](#) (available at [www.wpi.edu/+registrar](http://www.wpi.edu/+registrar)) to the Student Development and Counseling Center. The form will be reviewed by the appropriate WPI professional health care staff, who will make a recommendation to CGSR for consideration during the review process. The form itself will be kept confidential; only the recommendation will go to CGSR. *If you plan to submit this additional documentation, please check the box below to alert staff to hold your petition. Once the recommendation is received, your petition will be forwarded to CGSR.*

Yes, I plan to provide the [Petition Support Documentation form](#).

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**Office Use Only**

\_\_\_\_ Approved    \_\_\_\_ Rejected    Decision Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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