

Instructions for Student:

Complete Parts A and B, and email completed Parts A and B to your Graduate Advisor at businessmasters@fullerton.edu by **12:00 pm (noon) on Wednesday, January 7, 2026.**

Instructions for Graduate Program Advisor/Department Chair:

Complete Part C, including justification, and email Parts A, B, and C to Karolyn Lee (karolee@fullerton.edu) by **5:00 pm on Friday, January 9, 2026.**

Part A- Student

Answer all the following.

1. Last Name: _____ First Name: _____

2. Campus Wide ID (CWID): _____ Phone Number: _____

Preferred Email: _____

3. List your program and degree (Example: Master of Science in Education, Special Education). _____

4. Have you submitted any university petitions that may affect your grade point average? _____ Yes _____ No

If so, what kind of petition(s): _____

Date(s) Submitted: _____

5. If your Graduate Disqualification Appeal is granted, what classes have been approved by your Graduate Program Advisor for the next semester?

It is important to remember that if your appeal is approved, you would be required to increase your Graduate and Study Plan GPA to the minimum 3.00 standard within the first semester you are allowed to return.

Student Signature: _____

Date: _____

Part B- Student

Type an explanation for the five supplemental questions below on a separate paper. Provide an answer no more than 500 words in length for each supplemental question. All claims for medical, financial, or personal problems must have attached documentation. If any questions are not answered, your appeal will automatically be denied.

1. Describe the significant situation, issue, or extenuating circumstance(s) that is solely or mostly the effect on your poor academic performance and disqualification.
2. Clearly prove that the situation was beyond your ability to stop or control the effects.
3. Describe the steps you took to prevent the situation or issue from negatively impacting your ability to meet minimum university standards. And explain why, despite these efforts, the issue could not be mitigated effectively.
4. Explain how these issues or circumstances have been corrected or no longer exist.
5. Describe the specific steps that you will take to improve your academic performance, if your Disqualification Appeal is granted.

The Disqualification appeal process is lengthy and time consuming. You are urged to carefully consider the strength of your case before submitting an appeal. In addition, please keep in mind that the act of submitting an appeal does not guarantee that the decision will be overturned.

Part C- Graduate Program Advisor/Department Chair

Attach a memo of justification for your recommendation.

- ☐ I recommend this student to be allowed to continue in our program.
☐ I do not recommend that this student be allowed to continue in our program.

Email Parts A, B, and C, including your justification, to Karolyn Lee (karolee@fullerton.edu) no later than **5:00 pm on Friday, January 9, 2026**.

Graduate Program Advisor/Department Chair Signature: _____

Date: _____