

CLAYTON STATE UNIVERSITY

REGISTRAR'S OFFICE ■ 2000 CLAYTON STATE BOULEVARD ■ 239 EDGEWATER HALL ■ MORROW, GA 30260-0285 ■
PHONE: 678.466.4145 ■ FAX: 678.466.4169 ■ WWW.CLAYTON.EDU

**GRADUATION APPLICATION DEADLINE
APPEAL FORM**

This form should be used to file an appeal to submit a graduation application **AFTER** the published deadline.

FALL – JUNE 1

SPRING – SEPTEMBER 15

SUMMER – JANUARY 30

LAST NAME	_____	FIRST NAME	_____
LAKER ID	_____	PHONE	_____
DEGREE	_____	MAJOR	_____
APPEAL IS FOR WHICH TERM:	FALL	SPRING	SUMMER
YEAR	_____		
Have you already submitted a graduation application:		YES	NO
If have NOT submitted a graduation application, you must submit one with your appeal.			

DIRECTIONS:

1. Letter of Appeal – your letter should explain the specific circumstances that caused you to miss the application deadline. Please be sure to sign and date your letter.
2. Supporting Documentation for any claims made in your appeal
3. *EXAMPLES* of Supporting Documentation
 - If you state in your appeal you were hospitalized on the date of the application deadline, you should include a statement from your doctor or hospital that supports your claim.
 - If you state a university official advised you to do something, then you would want to include a letter from that individual that would attest to your claim.
4. Completed graduation application. If you have already submitted your graduation application you **DO NOT** need to submit another copy.
5. We strongly recommend you make a copy of your appeal packet before you submit it to the Registrar's Office. The Registrar's Office will not provide you with copies.
6. Return your completed packet to the Registrar's Office located in 239 Edgewater Hall.

APPEAL PROCESS:

1. The Graduation Appeal committee meets at the end of the month (pending committee member's availability). The committee will **NOT** meet during the following months:
 - JANUARY, MAY, AUGUST, and DECEMBER.
2. In order for your appeal to be reviewed in the current month, your completed packet must be submitted to the Registrar's Office no later than the 15th day of the month.
3. The appeal committee will not review incomplete packets.
4. Appeals to graduate during the *current semester* will *not* be considered once the midpoint of that semester has passed.
5. The committee's decision regarding your appeal will be sent to your CSU email address.