

## Graduate Admissions Appeal Form

### Instructions:

This form is intended for applicants who wish to appeal a graduate admissions decision. Appeals must be submitted within 10 business days of the date on the decision letter. **Late appeals will not be considered.**

Please complete **all sections** and attach supporting documentation. Incomplete submissions may not be considered.

### *Section I: Applicant Information:*

Full Name: \_\_\_\_\_

Application ID (if available): \_\_\_\_\_

Program Applied To: \_\_\_\_\_

Semester/Year of Admission: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### *Section II: Basis or Grounds for Appeal:*

You may only file an appeal if **(check all that apply):**

- There was a procedural error in how your application was reviewed
- Important materials in your application were not reviewed or considered
- You have new, significant information that was not available at the time you applied.

*Exclusions (Not grounds for an appeal):*

- (i) disagreement with the academic judgment of the Admissions Committee, or*
- (ii) test scores, GPA, or other academic metrics, if these were properly reviewed in the original decision.*

### *Section III: Appeal Statement*

Please provide a clear, detailed explanation of the basis for your appeal.

This should be no more than 2 double-spaced typed pages explaining the reason for the appeal.

*Section IV: Supporting Documentation*

List and attach all supporting materials (e.g., updated transcripts, test scores, recommendation letters, or other documentation that are **not the same or not included** in your original application):

Attachments: \_\_\_\_\_

*Section V: Certification*

By signing below, I certify that the information provided in this appeal form and any attached documentation is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Submission & Processing:*

Submit the documents in a single electronic communication to the Director of Graduate Admissions, Ms. Jacqueline Duca, [jacqueline.duca@mga.edu](mailto:jacqueline.duca@mga.edu).

*The process of the appeal:*

- (i) The Director of Graduate Admissions will review your appeal to determine if it qualifies for review based on the grounds stated above.
- (ii) If eligible, your appeal will be reviewed by the Graduate Admissions Appeals Committee, which includes graduate faculty and Graduate School representatives.
- (iii) The Committee will make a recommendation to the Dean of the Graduate School.
- (iv) The Dean of the Graduate School will make the final decision and notify you in writing within 20 business days of your appeal submission. All decisions made through the appeal process are final. No further appeals will be accepted. All appeal materials will be kept confidential and are shared only with those directly involved in the appeal process.

**For Office Use Only**

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Decision:

- Appeal Granted
- Appeal Denied
- Additional Information Requested

Notes/Comments:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_