Appeal to be Advised After Conclusion of Advising Period

UAFS
University of Arkansas - Fort Smith

An appeal to be advised after the conclusion of the posted advising period must be made in writing to the dean of the student's college. Appeals should demonstrate extenuating circumstances that prevented the student from seeing his/her advisor during the advising period and **must include documentation in support of the appeal**. Extenuating circumstances may include, but are not limited to, extended periods of physical illness of the student or immediate family member or death of student's immediate family member.

ID#: _____ Name: _____

Name of faculty advisor: _____

Enrollment term(s) for which you are appealing to be advised: _____

Lionslink email address: _____

Reason you could not be advised during the advising period (attach additional pages if needed):

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Signature of Student Date

Instructions:

1. Complete form.
2. Submit form and documentation to dean of your college. **Forms MUST include documentation to be considered.**
3. You will be informed of the dean's decision via your Lionslink email address.
4. The dean's decision is final. If denied, you will be required to wait until the late registration period to be advised. If approved, it is your responsibility to contact your faculty advisor to arrange an advising appointment.

Approval of the dean: _____ Date: _____

Revised 09/11