



NOTE: Appeals must be submitted within one year from the end of the term that is in question.

For example, if a student wishes to appeal an issue from spring 2020, the student has until the end of spring 2021 to submit an appeal for review.

Name: _____ Semester Appealing: _____

Student ID #: _____ Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip _____

Is this a second appeal to a prior Administrative Appeals Request? Yes ___ No ___

Note: Second Appeal requests must be received within 90 days from the date on your first Administrative Appeal Denial letter.

Should your request for a refund be approved and you have a student loan, do you authorize Student Financial

Assistance to refund your loan program? Yes ___ No ___ Not Applicable ___

What USI administrative policy was misapplied and what remedy are you seeking?

Please explain and be sure to attach any supporting documents regarding this appeal:

Signature: _____

Must be signed by student

Date: _____

Print the original document and submit by email, mail, deliver or fax to:

Administrative Appeals Committee

8600 University Boulevard

Administrative Appeals Administrative Assistant HP 2023

Evansville, IN 47712 usi.appeals@usi.edu

Phone: 812-465-1197

Fax: 812-461-5367

In accordance with the Family Educational Rights and Privacy Act, no information in a student's educational records may be released to persons or organizations without the student's prior written approval.