

College of Behavioral and Social Sciences

2148 Tydings Hall
College Park, MD 20742

P: 301.405.1697
F: 301.314.4087

E: advisingcenter@bsos.umd.edu
W: www.bsos.umd.edu

LEP

Appeal

BSOSlapp1-v.3
updated 1/15/10

Appeal for Exception to Policy for a Limited Enrollment Program

University ID Number:	
Name:	
Email Address:	
Phone Number:	

Exception request for which major: Criminology & Criminal Justice Government & Politics Psychology

Are you in this major now?	<input type="checkbox"/> No - Attempting to gain admission to the major <i>Please note, since all students who meet the minimum admission standards are granted access to the major, we CANNOT grant appeals to students who do not meet the entrance requirements, including the GPA requirement.</i>	<input type="checkbox"/> Yes - Attempting to remain in the major
For which policy do you need an exception?	<input type="checkbox"/> Repeat Policy: Students can only repeat one course one time among the gateways	<input type="checkbox"/> Completion of LEP Gateway Requirements: Students must complete the specified requirements by the semester in which they attempt 45 credits in order to remain in the major
	<input type="checkbox"/> Repeat Application: Students can only apply for admission to an LEP one time	<input type="checkbox"/> 2.0 GPA Policy: Students must maintain a 2.0 cumulative GPA throughout their enrollment, or they will be removed from the major
	<input type="checkbox"/> Return to Major: Students previously admitted to the major cannot return to it	<input type="checkbox"/> Repeat Policy: Students can only repeat one course one time among the gateways
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Steps	<p>Step 1: Complete the Major Change Process: http://www.bsos.umd.edu/for-students/advising/majors.aspx</p> <p>Step 2: Obtain an Appeal Form</p> <p>Step 3: Prepare Personal Statement Address the precise reason why you have not or cannot meet the LEP policy. Discuss and include any documentation for any unusual, extenuating, or special circumstances that contributed to your situation. Include specific and concrete steps you plan to take to complete requirements if granted an exception.</p> <p>Step 4: Request Support from Director of Undergraduate Studies Please contact the department to see if you need to drop the forms off or to make an appointment</p> <p>Step 5: Submit Materials to BSOS for Final Approval</p>	<p>Step 1: Obtain an Appeal Form</p> <p>Step 2: Prepare Personal Statement Address the precise reason why you have not or cannot meet the LEP policy. Discuss and include any documentation for any unusual, extenuating, or special circumstances that contributed to your situation. Include specific and concrete steps you plan to take to complete requirements if granted an exception.</p> <p>Step 3: Request Approval from Director of Undergraduate Studies Please contact the department to see if you need to drop the forms off or to make an appointment</p>

Student Signature

I certify that the information in my appeal documents is complete and correct. If it is not, I understand that denial of my appeal and referral to the Office of Student Conduct may result. I understand that if my appeal is granted, I will not be granted any further exceptions to the Limited Enrollment Policies.

Student Signature:

Date:

FOR OFFICE USE ONLY

	Date	Approved	Denied	Notes	Signature
UG Director					
Asst. Dean					