



Student Submission Instructions:

- i. Students are responsible for gathering all materials necessary to support their appeal to the Committee and submitting them by the deadlines. The written request is the only acceptable form of appeal to the committee and students may not appear in person.
- ii. All petition packets should be submitted to rsphenrollmentservices@emory.edu. Incomplete packets will not be accepted.
- iii. You may submit paper copies of letters from physicians or other health professionals, in sealed envelopes. Envelopes should have student's name and the name of the writer clearly identifiable on the face. You should assemble all materials in date order in a packet and submit them by the deadline.
- iv. You may submit petitions and supporting documentation through the following means:

Emailing: You may submit electronic copies of your cover letter and petition, letters of support (must be on letterhead), and transcript by via email to rsphenrollmentservices@emory.edu. Mark the email “Academic Relief-Confidential with your last name and student ID.” Do not submit double-sided documents.

Mailing: Petitions can be emailed to rsphenrollmentservices@emory.edu or mailed to

Office of Student Affairs/Enrollment Services
Rollins School of Public Health
1518 Clifton Rd
Atlanta, GA 30030

- v. There is a deadline for submitting petitions. Refer to the submission and [meeting schedule](#) for the date of the meeting and the deadline for submitting petitions. If you miss one deadline, your petition will be held over until the next meeting of the committee. (For time sensitive cases we encourage early submission.)
- vi. Decisions will be released by e-mail after the meeting in which the petition is heard. If you do not receive an e-mail, please contact rsphenrollmentservices@emory.edu.

Submission and Tentative Meeting Dates 2023-2024

Submission Date	Meeting Date
October 1, 2023	October 12, 2023
November 1, 2023	November 9, 2023
January 2, 2024	January 11, 2024
February 1, 2024	February 8, 2024
March 1, 2024	March 14, 2024
April 1, 2024	April 11, 2024
June 1, 2024	June 13, 2024
August 1, 2024	August 8, 2024

Retroactive Academic Relief Form

Directions: **READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM.**

PART A: Student Information

Full Name: Student ID:

Email:

Mailing address:

Phone number:

Last academic term (semester/year) you were enrolled:

PART B: Academic Request Information

Term (semester/year) you are requesting academic relief:

Please indicate an appropriate reason for your request:

- Health Reason*
- Family Emergency
- Death in Immediate Family/Significant
- Other please specify

PART C: Documents & Narrative

I. Letter of Support:

For health conditions* (physical or mental health) provide documentation from a treating professional on letterhead stationery and signed by the health provider.

Note: It is very important for the information from the health professional to address the issues that arose during the time for which academic relief is being requested even if the professional did not treat you during that period of time. Information can be reported retrospectively for the committee to consider.

The supporting documentation should include the following:

- The reason for the request
- The time period during which the condition/event/situation affected academic performance
- The severity or scope of the condition or situation and the effect on academics
- The remedy requested (academic relief)

II. A copy of the current transcript (available from OPUS) must be provided.

III. Student Narrative

In the space below, please provide a brief written narrative stating the grounds for the appeal.

Include a description of the situation that affected you, the period you were affected, the extent to which this condition/event/situation affected you and the specific remedy you are requesting. You should give details only to the extent that they support your request.

Note: You may consult Dr. Delia Lang, Executive Associate Dean for Educational Affairs or Jena Black, Director of Academic Affairs and Enrollment Operations if you have questions about how to prepare the narrative.

The committee does not base its decisions on your stated plans for the future but on their understanding of the situation and its effect on your past academic performance, particularly the semester in which you are requesting retroactive academic relief.

