

College of Behavioral and Social Sciences

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BSOS

Benchmark Appeal

BSOSBMappl
updated 4/13/12

Benchmark Appeal

Name:		UID:	
Email Address:		Major:	
Local Address:		Phone Number:	
	City: State: ZIP:		

Students are responsible for maintaining an accurate e-mail and mailing address with the university at all times; update your addresses using the UMD Portal.

All students must meet benchmark requirements. Benchmark requirements are major-specific and require specific grades. Students who do not meet certain benchmarks by the assigned deadline must appeal to remain in the major.

Appeals are considered based on extenuating circumstances and are neither automatic nor guaranteed. Please complete this form fully, attach your personal statement and any supporting documents. The BSOS Advising Center reviews benchmark appeals and decisions are communicated to students via e-mail. Please submit all benchmark appeal documents to the BSOS Advising Center at 2148 Tydings Hall or fax 301-314-4087.

Steps to complete a Benchmark Appeal:

Step 1: Obtain a Benchmark Appeal Form

Found at <http://www.bsos.umd.edu/for-students/advising/forms.aspx>

Step 2: Prepare Personal Statement and Documentation

- Address the precise reason why you have not or cannot meet the Benchmark Requirements.
- Discuss any unusual, extenuating, or special circumstances you wish to bring to our attention.
- Include specific and concrete steps you plan to take to complete the Benchmark Requirements if granted an exception.
- Include any documentation for any unusual, extenuating, or special circumstances that contributed to your situation.

Step 3: Submit Appeal to the BSOS Advising Center (2148 Tydings Hall)

Which benchmark requirement(s) have you not completed?	

Student Signature

I certify that the information in my appeal documentation is accurate. 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 benchmark policies.

Student Signature:		Date:	
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For Office Use Only

Date:		Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending
Notes:					