

College of Behavioral and Social Sciences

2148 Tydings Hall, College Park, MD 20742 P: 301.405.1697 F: 301.314.4087 B: www.bsosundergrad.blogspot.com W: www.bsos.umd.edu

LEP Appeal

BSOSlapp1-v.3
updated 12/17/14

Appeal for Exception to Policy for a Limited Enrollment Program

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

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.

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

Are you currently in the selected major? **Yes**—I am attempting to remain in the major **No**—I am attempting to change my major into the selected major

For which policy do you need an exception?	<input type="checkbox"/> Repeat Policy: Only one gateway/entrance requirement can be repeated once
	<input type="checkbox"/> 2.0 GPA Policy: Students must maintain a cumulative GPA of 2.0 throughout their enrollment
	<input type="checkbox"/> Completion of Gateway Requirements: Students must complete LEP Gateway requirements by 45 attempted credits
	<input type="checkbox"/> Repeat Application: Students can only apply for admission to an LEP one time
	<input type="checkbox"/> Return to Major: Students previously admitted to the major cannot return to the major
	<input type="checkbox"/> Other: _____

Steps to complete a LEP Appeal:

Step 1: Complete the Major Change Process: <http://bsosundergrad.umd.edu/advising/addchange-your-major>

(Complete Step 1 if you are attempting to change your major to the selected major)

Step 2: Complete This Form: <http://bsosundergrad.umd.edu/advising/forms>

Step 3: Prepare Personal Statement and Obtain Supporting Documentation:

- 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.

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

Step 5: Submit Materials to BSOS Advising Center (2148 Tydings) for Final Review

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					
Assoc. Dean					

Notes: