



GRAMBLING
STATE UNIVERSITY

Office of Graduate Studies

Submission Instructions for the Online Graduate Appeals Portal

Attention Graduate Students:

The Office of Graduate Studies now utilizes an online submission process for appeals for readmission. Submission of appeals via the new Online Graduate Appeals Portal requires that students use their GSU issued, student email account (gsumail.gram.edu). If you need assistance with accessing your email account or resetting your email address, please follow the step-by-step guide provided in this link:

<https://gram.edu/offices/infotech/studentemail.php>.

Online Graduate Appeals Portal: <https://forms.office.com/r/mbZEy8y5NN>



To submit an appeal for consideration by the Graduate Council, you must:

1. Read the statement at the beginning of the online appeals form.
2. Enter the semester and year for which you are seeking readmission. Note: The Graduate Council is currently considering appeals for the Summer and Fall terms **only**.
3. Fill in your information under the "**Student Information**" section.
4. Fill in your information under the "**Program Information**" section.
5. **Appeal Details:** be sure to select your **Reason for Appeal** from the drop-down list

6. Upload all of your documents under the “**Document Uploads**” section.
7. Under the “**Acknowledgement**” section, select the button to certify that the information that you have provided is accurate.

Please allow ample time for your appeal to be reviewed by the Graduate Council. You will be notified via email of the Graduate Council's decision on your appeal. You may follow-up with the Office of Graduate Studies via phone at 318-274-2158 for an update on your status.