

# College of Behavioral and Social Sciences

# BSOS

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Benchmark Appeal

## Benchmark Appeal

BSOSBMappl-v3  
updated 5/13/21

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

*Students are responsible for maintain an accurate email and mailing address with the university at all times; update your addresses on Testudo.*

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.

Which benchmark course(s) are you missing?	
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### ***Steps to complete a Benchmark Appeal:***

#### **Step 1: Complete This Form**

The Benchmark Appeal Form (this form) can be found at

<https://fellercenter.umd.edu/academic-advising/forms-commonly-requested-academic-advising-forms>

#### **Step 2: Prepare Personal Statement and Supporting Documentation**

- Address the precise reason why you have not or cannot meet the benchmark requirements.
- Discuss and include documentation for any unusual, extenuation, 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.

#### **Step 3: Submit all materials to the Feller Center by emailing them to Christa Slavin at [ccooper7@umd.edu](mailto:ccooper7@umd.edu).**

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 Feller Center reviews benchmark appeals and decisions are communicated to students via e-mail. Please submit all benchmark appeal documents to the Feller Center via the email address above.

### ***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 grated, 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:					