

VAAA STUDENT APPEAL FORM

DIRECTIONS

The VA Acquisition Academy (VAAA) may, on a case-by-case basis, agree to excuse a student's late course cancellation or course absence for personal extenuating circumstances or mission-critical work-related emergencies. Please use this form to describe the occurrence of any such circumstances. All information contained in this appeal form must be completed prior to submission.

For personal extenuating circumstances appeals, completed forms must be e- mailed to VAAAQOR@va.gov within **48 hours** of course cancellation. For mission-critical work-related emergency appeals, completed forms must be emailed to VAAAQOR@va.gov by 12:00pm EST on the Friday before the course is scheduled to begin. Appeal forms submitted after these deadlines will not be reviewed.

AGENCY AND ADMINISTRATION	
<i>Agency and Administration Name</i>	<i>VISN #/Duty Station (City, State)</i>
STUDENT INFORMATION	
<i>Name</i>	<i>E-mail Address</i>
SUPERVISOR INFORMATION	
<i>Name</i>	<i>Title</i>
<i>Phone Number</i>	<i>E-mail Address</i>
COURSE INFORMATION	
<i>Name/Number</i>	<i>Dates</i>

PERSONAL EXTENUATING CIRCUMSTANCES
<i>Justification of Absence</i>

MISSION-CRITICAL WORK-RELATED EMERGENCY
<i>Description of Workload</i>

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CERTIFICATION

By submitting this appeal form, I certify that all information and statements provided in this form are both complete and accurate to the best of my knowledge.

Name and Signature of Student

Printed Name

Signature Date

Name and Signature of Supervisor

Printed Name

Signature Date

For mission-critical work-related emergency appeals, a Deputy Director or GS-15 signature is also required:

Name and Signature of Deputy Director or GS-15

Printed Name

Signature Date

TO BE COMPLETED BY VAAA OOR

VAAA REVIEW AND DETERMINATION

After a thorough review and consideration of the information provided, VAAA has decided to:

Accept your appeal. Your enrollment/attendance privileges will not be affected.

Deny your appeal. Your enrollment/attendance privileges will be suspended for a period of six months.

Please note that this decision is final.

Thank you.

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