

Academic Standing Appeal Procedure

The Office of the Registrar notifies students of their academic standing. Students whose academic standing is Academic Probation or Academic Dismissal may appeal the decision to the Committee on Academic Standards using this [form](#).

The Academic Standing Appeal Procedure is a formal request by a student seeking to appeal for an exception to the academic standing regulations as published in the Undergraduate Catalogue 2009-2011, as follows.

Academic Standing

Following are the criteria for Academic Probation or Academic Dismissal.

- A student is placed on probation if his or her semester Grade Point Average (GPA) is below a 2.0.
- A student is not subject to Academic Dismissal at the end of his or her first semester in a degree program.
- The grade of "IN" is computed as an "F" until an appropriate letter grade is submitted. Grades of "WA", "WD" or "Z" do not have an impact on a student's academic standing.
- A student will be dismissed from the college after two consecutive semesters with a GPA below 2.0.

Note: Students who have been dismissed from the college are permitted to take only non-credit bearing courses offered through the School of Continuing and Professional Studies

The Committee on Academic Standards has set the following dates to review appeals for Spring Semester 2011:

June 22 Submission deadline is June 16, 2011
August 23 Submission deadline is August 17, 2011

Procedure

Step 1: Completion of form, "Appeal of Academic Probation or Dismissal"

The student wishing to appeal for an exception to the Academic Standing policy initiates the appeal procedure by completing Step 1 of the form, "[Appeal of Academic Probation or Dismissal](#)" and submits the form to the Office of Faculty Services, Room D220, by June 16, 2011/August 17, 2011.

The student must provide a written explanation of the request and the reasons for it. This appeal should include:

- A current DARS Audit
- An explanation of poor performance or failure to complete required coursework, or both.
- A detailed description of how he/she plans to improve academic performance or complete unfinished work, or both.

- Supporting information documenting any claims made. Letters should be addressed to the attention of the Committee on Academic Standards.

Once complete, the student delivers this appeal to the Office of Faculty Services which will provide a receipt and forward the appeal to the chairperson of the student's major department and the dean of the school.

Step 2: Department Review and Recommendation

The department will complete Step 2 with its recommendation and attach any additional supporting documentation.

Step 3: School Dean's Signature

The department forwards the package to the school dean for information and signature. The dean will return the package to the Office of Faculty Services.

Step 4: Committee on Academic Standards

The Office of Faculty Services presents the student's Appeal of Academic Standing with all accompanying documentation to the Committee on Academic Standards. Completed appeals must be received at least 48 hours prior to the scheduled meeting in order to be considered at that time.

The membership of the Committee consists of nine (9) full-time faculty and one adjunct representing the schools of Art & Design, Business & Technology and Liberal Arts, and from the Division of Enrollment Management & Student Success. Consultants represent the Counseling Center and the Division of Enrollment Management & Student Success.

- Appeals are reviewed during a meeting of the Committee on Academic Standards.
- The Committee considers only the documentation presented. Neither the student nor the academic department appears before the Committee.
- The Committee will make one of three recommendations to the Vice President for Academic Affairs:
 1. No Action – Academic standing decision will hold.
 2. The academic standing decision of Academic Dismissal is overturned. This student's status is changed to Academic Probation.
 3. The academic standing decision of Academic Probation is overturned. This student's status is changed to Good Standing.

The Committee on Academic Standards will make a recommendation to the Vice President for Academic Affairs within 7 days following its meeting.

Vice President for Academic Affairs

The Vice President for Academic Affairs considers all evidence submitted and renders the final decision.

The student is notified of the final decision by the vice president, in writing (via email or mail) within 7 days following receipt of the recommendation of the Committee on Academic Standards. Copies will be distributed to the persons and offices noted on the bottom of the appeal form.