



University Policy: Process for Petitions to Appeal Undergraduate Academic Dismissals

Policy Category: Academic Policies

Office Responsible for Review of this Policy: Office of the Provost

Procedures: Appeals for Undergraduate Academic Dismissal from University

Related University Policies: Undergraduate Academic Regulations

I. SCOPE

This process applies to appeals for exceptions to the university's undergraduate regulations for academic dismissals (Undergraduate Rules and Academic Regulations 5.8 and 5.9).

II. POLICY STATEMENT

- a) Appeals of academic dismissal decisions must be in writing and initiated by the student. The Undergraduate Appeals of Dismissal Council (UADC) will review each appeal and the relevant documentation and render a decision based on the totality of the circumstances. Factors to be considered include but are not limited to:
 - (1) existence of a procedural error so substantial that it resulted in an improper dismissal;
 - (2) number of semesters on academic probation;
 - (3) current semester GPA and cumulative GPA;
 - (4) likelihood of achieving the GPA necessary for successful completion of the student's degree program within a reasonable time frame;
 - (5) the student's plan for future academic success, including a plan to utilize appropriate academic advising and academic support services.
- b) The student's written appeal should address the factors outlined in Section IIa.
- c) Students must submit written appeals of academic dismissals no later than 5 business days in advance of the start of the requested term of enrollment. Students whose appeals are submitted fewer than 5 business days in advance of the start of the semester may not be permitted to enroll in that current semester.
- d) Students must appeal an academic dismissal decision within one academic year from the date of written notification of dismissal.

III. APPEALS OF DISMISSAL PROCESS

- a) A student seeking to appeal an academic dismissal must submit the appeal in PDF form to the student's academic advisor, and should include relevant documentation, excluding medical documentation.
- b) The student must send any medical documentation directly to the Office of the Dean of Students. The student should not send medical documentation to the advisor or the UADC.
- c) Upon receipt of the student's written appeal, the academic advisor will gather all relevant documentation, excluding medical documentation. If relevant to the case, the advisor will request a statement from the Office of the Dean of Students regarding the medical documentation as it relates to the appeal.
- d) The academic advisor will review the student's appeal, documentation, and the statement from the Office of the Dean of Students (if applicable). The advisor will provide a written recommendation to the associate dean in the school of the student's declared major/intended major.
- e) The associate dean will provide a written statement of support or non-support for the student's appeal. The associate dean will then forward the student's appeal, the supporting documentation, the advisor's recommendation, and the associate dean's statement to the Office of the Dean of Undergraduate Education and Vice Provost for Academic Student Services, Attn. Undergraduate Appeals for Dismissal Council (UADC).
- f) The Dean of Undergraduate Education and Vice Provost for Academic Student Services will distribute the appeal and relevant documentation to the UADC.
- g) The UADC will review the appeal and may confer with the Office of the University Registrar, the Academic Support and Access Center, the Office of the Dean of Students, and other relevant units.
- h) Each voting member of the UADC, excluding the associate dean who received the appeal, will vote on the appeal; a successful appeal must receive a majority vote from the five (5) voting members.
- i) The UADC decision is final.
- j) The Dean of Undergraduate Education and Vice Provost for Academic Student Services (on behalf of UADC) will communicate the written final decision to the student, with a copy to the student's academic advisor, associate dean, and Office of the University Registrar.
- k) This policy does not apply to the Washington College of Law.
- l) This policy does not apply to students' dismissals from graduate programs.

- m) Academic Dismissals do not include disciplinary action adjudicated under the Student Conduct Code.

IV. DEFINITIONS

- a) The Undergraduate Appeals for Dismissal Council's voting membership includes one undergraduate assistant/associate dean from each of the undergraduate schools and colleges (CAS, SPA, SIS, KOGOD, SPExS, and SOC).

V. GUIDELINES

- a) Undergraduate advisors will receive a copy of the policy.
- b) The policy will be posted on the University Policies webpage.

VI. EFFECTIVE DATE AND APPROVAL

This Policy is effective December 15, 2017.

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

This document was approved and signed by:

Scott A. Bass, Provost

December 15, 2017