



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 regulation for academic dismissals. If applicable and before submitting appeals, students should consult with their advisors on submitting petitions for an exception to the regulation on the maximum number of semesters on probation only if they have not already exceeded the maximum allowed semesters on probation.

II. POLICY STATEMENT

- a. Appeals for dismissal decisions must be in writing and initiated by the student.
- b. Appeals must be submitted by students to their academic advisor for review.
- c. Upon receipt, the academic advisor will gather all relevant documentation excluding medical documentation. The student must send all medical documentation directly to the Office of the Dean of Students. If relevant to the case, the advisor will include a statement from the Office of the Dean of Students regarding the medical documentation as it relates to the appeal.
- d. The advisor will review the documentation, the statement from the Office of the Dean of Students (if applicable), and the appeal, and provide a recommendation to the associate dean.
- e. The associate dean will provide a statement of support or non-support and forward the appeal, the documentation, the advisor's recommendation, and associate dean's statement to the **Office of the Provost, Attn. Undergraduate Appeals for Dismissal Council (UADC)** as a single PDF document.
- f. The membership of the UADC will be the Vice Provost for Undergraduate Studies and all undergraduate associate deans of the schools and colleges not involved in the decision which is under appeal.
- g. The UADC will first determine if there are grounds for appeal to be considered based on: (1) if there is new evidence or information supporting the Appeal in favor of the student; (2) if the subject matter of the Appeal resulted from a procedural error.

- h. The UADC will review the appeal and may confer with the Office of the University Registrar, the Office of the Dean of Students, and other relevant units as needed to arrive at a decision which is FINAL.
- i. The final decision will be communicated in writing by the Vice Provost on behalf of the UADC to the student with a copy to the student's academic advisor and associate dean.
- j. Appeals for dismissals that request re-enrolling in a term that starts before a full year since the dismissal has elapsed must be submitted in PDF form as described above to the Office of the Provost no later than 12 days in advance of the start of the requested term of enrollment. The committee will respond no later than 7 days in advance of the start of the requested term of enrollment.
- k. This policy does not apply to the Washington College of Law.
- l. This policy does not apply to students' dismissals from graduate programs.

III. DEFINITIONS

- a. UADC- Undergraduate Appeals for Dismissal Council membership includes the Vice Provost for Undergraduate Studies and all undergraduate associate deans of the schools and colleges not involved in the decision which is under appeal.
- b. UNIVERSITY UNDERGRADUATE REGULATIONS ON PROBATIONS AND DISMISSALS: Students will be allowed to stay on probation for no more than two semesters in total, or three semesters in total if a summer term is included. After that threshold is reached, students will be dismissed from the University. The university will dismiss immediately students whose cumulative GPA, after attempting or completing 24 credits (excluding courses in which the recorded grade is W, I, or IP), falls below 1.0 (D).
- c. Academic Dismissals do not include dismissals for conduct.

VI. GUIDELINES

- a. Advisors will receive a copy of the policy and will be trained by staff in the Office for Undergraduate Studies.
- b. The policy will be posted on the Advising SharePoint website.
- c. The policy will be reviewed every three years by the Vice Provost for Undergraduate Studies.

V. EFFECTIVE DATE AND APPROVAL

This Policy is effective July 11, 2014.

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
Vice President of Campus Life**

on July 11, 2014