

Academic Progression Appeals Process

Academic Progression Policy

Effective Fall 2011, students must have a cumulative GPA of 1.900 or greater. Effective Fall 2012, students must have a cumulative GPA of 2.000 or greater. If a student's cumulative GPA falls below a 2.000, the student will be dismissed. A student who is not maintaining a minimum 2.000 cumulative GPA is not making satisfactory academic progress. This policy has been established to enable students to complete his/her undergraduate work within a reasonable period of time. Students expecting to graduate in eight semesters (four years) must average 15 to 16 completed hours each semester.

Revised 08/08/11

Conditions for Possible Appeal

The University recognizes that there may be extenuating circumstances beyond a student's control which impacted his/her inability to meet the GPA requirements stipulated by the Academic Progression Policy. To that end, the University will permit a student to appeal his/her dismissal from the University when that dismissal is directly attributable to extenuating circumstances that occurred during the fall or spring semester immediately preceding the student's dismissal from the University.

Definition of Extenuating Circumstances

An "extenuating circumstance" is defined by the University as a situation which is beyond the student's control and which could not have been prevented by the student. Such circumstances include, but are not limited to, the following:

- a car accident which causes serious injury to the student resulting in hospitalization and/or creating health challenges which prohibit the student from being able to meet academic requirements;
- a serious, life-threatening, or life-altering illness to the student or an immediate family member for whom the student must assume legal responsibility due to the condition;
- an official documentable military deployment;
- a natural disaster which negatively impacts the student's well-being due to total destruction of home or other essential familial provisions.

Authentic Appropriate Documentation

- The University reserves the right to consider other situations in addition to those enumerated herein in determining whether or not the alleged extenuating circumstance(s) directly impacted the student's ability to maintain the required GPA.
- A student must have official written documentation which explicitly substantiates and corroborates the assertion of the extenuating circumstances.
- An extenuating circumstance is not one that is characterized by a repeated pattern of behavior which has compromised the student's academic standing over time.
- An extenuating circumstance should be an exceptional one-time occurrence.

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Procedures for Filing an Appeal

A student may elect to appeal the dismissal decision by submitting a written petition to the Dean of their School or College within seven (7) calendar days of receiving *formal notice of dismissal* from the University. A student's appeal must include the following:

1. a completed Academic Progression Appeals Policy form;
2. a clear and concise petition personally typed and developed by the student to delineate the appeal and the extenuating circumstances that will justify the request;
3. an official/authentic/formal document providing proof of the extenuating circumstance(s) which the student contends caused his/her inability to maintain the required GPA;
4. a letter of support from the student's department chair;
5. a letter of support from the student's academic advisor.

Protocol

1. Upon receipt of the complete appeals packet including all five of the above documents from the student, the Dean shall conduct a thorough review and render a decision in the case.
2. The Dean shall decide to either "approve" or "deny" the dismissal. The Dean will submit this decision in writing, with her/his signature affixed, to the Provost's Office within seven calendar days following the date of the student's submission of the appeals package. Only the Dean is authorized to make the decision and sign the documenting attesting to that determination. No designee can sign for the Dean (i.e. Associate Dean, Department Chair, etc.)
3. Once received by the appropriate official in the Provost's Office, the Dean's decision will be formally communicated to the University Registrar's Office for implementation.
4. Each Dean must submit a narrative "Summary Report" which provides details of the student appeals submitted, a brief description of the extenuating circumstances which were considered in each case, decisions rendered in each case, as well as specific student profile information (i.e. GPA, classification, major, number of credit hours earned thus far, etc.).
5. A student who is allowed to be readmitted to the University will be required to adhere to a formal "Academic Improvement Plan" developed collaboratively with his/her academic advisor, signed by the student, and kept on file in the Dean's Office for periodic review and possible institutional audit.
6. A re-admitted student may be dismissed from the University if the student fails to increase his/her GPA by the end of the semester immediately following the decision to re-admit. Students are required to maintain their GPA in accordance with the provisions of the educational plan pursuant to the Academic Progression Policy.
7. A student is permitted "ONLY ONE APPEAL." No Exceptions!

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