

## Dyson College of Arts and Sciences Graduate Programs

### Appeal of Academic Dismissal Policy

#### Appeal Procedure

A graduate student who has been dismissed from a graduate program in the Dyson College of Arts and Sciences (“Dyson College”) in accordance with the Dyson College *Graduate Academic Dismissal Policy* may appeal that decision to the Dyson College of Arts and Sciences Graduate Appeals Committee (the “Appeals Committee”). The procedure for appealing a dismissal decision is as follows:

1. The appeal must be in writing and received by the Appeals Committee within fourteen (14) calendar days following the date of the letter from the program director informing the student that she or he has been dismissed from the program. The student’s appeal should be typed and submitted to the student’s academic advisor by personal delivery, regular or overnight mail, or as a Word document attached to an e-mail. Appeals will not be accepted by e-mail (except as described in the previous sentence) or telephone. Normally, appeals that are not timely received will not be considered and will be denied.
2. The appeal must include the following:
  - a. The name of the program from which the student was dismissed.
  - b. The reason the student was dismissed from the program.
  - c. The identity of the extraordinary and non-recurring circumstances that caused the students’ unsatisfactory academic performance and subsequent dismissal.

- d. An explanation of why the information provided in paragraph 2(c) above should result in the reversal of the dismissal decision.
  - e. A copy of the letter informing the student that he or she was dismissed from the program.
  - f. A statement that with respect to grades that resulted in the student's dismissal, all grade appeals have been completed, no grade appeals are pending, and none will be commenced after the appeal has been submitted to the Appeals Committee.
- 3. The Appeals Committee will consider each written appeal and may, as it determines to be appropriate under the circumstances, request that the student meet with the Appeals Committee before it decides the appeal. No advisor to or representative of the student (including, without limitation, attorneys) is permitted to meet with the Appeals Committee or to otherwise participate in the business of the Committee.
  - 4. The Appeals Committee may, as it determines to be appropriate under the circumstances, conduct its own independent inquiry and, among other things, review relevant documents and seek information from persons it believes may have knowledge about the issues before the Appeal Committee.
  - 5. The Appeals Committee will meet as soon as practicable after the fall and spring semesters and the second summer session to consider appeals of dismissal. The Appeals Committee will also meet as may otherwise be reasonably necessary.
  - 6. In order for an appeal to be granted, the student must demonstrate to the satisfaction of the Appeals Committee that it is more likely than not that the cause of his or her unsatisfactory academic performance was both extraordinary and non-reoccurring. The appeal must be denied if the student does not demonstrate to the satisfaction of the Appeals Committee that the cause was both extraordinary and non-reoccurring.
  - 7. If an appeal is granted, the student will be reinstated in the program from which he or she was dismissed and placed on academic probation. (See "Reinstatement after an Appeal" below and the *Graduate Academic Probation Policy*.) If an appeal is denied, the effective

date of the student's dismissal is the date identified in the letter informing the student that he or she was dismissed from the program.

8. The Appeals Committee will issue its decision in writing as soon as practicable after it has made its decision, usually within seven (7) business day.
9. The decision of the Appeals Committee requires a majority vote and is final and not subject to further review.

## **Class Attendance While Appeal is Pending**

As may be determined by an Associate Dean of Dyson College to be appropriate under the circumstances, a student may be permitted to attend class while his or her appeal is pending before the Appeals Committee. Such approval must be in writing. If the appeal is denied, effective immediately the student will no longer be permitted to attend class, no grades or credits will be issued for the classes attended while the appeal was pending, and the student's dismissal from the program will be effective on the date identified in the letter informing the student that he or she was dismissed from the program.

## **The Appeals Committee**

The Appeals Committee consists of two full time faculty members and one Associate Dean of Dyson College of Arts and Sciences. Any decision of the Appeals Committee requires a majority vote. A member of the Appeals Committee who was a participant in the circumstances that gave rise to the unsatisfactory academic performance that resulted in the student being placed on probation, dismissed or the subsequent appeal, must recuse him or herself from the Appeals Committee for the sole purpose of that student's appeal.

## **Reinstatement after an Appeal**

A student whose appeal is granted will be reinstated in the program in which he or she was enrolled and placed on academic probation in accordance with the "Conditions of

Academic Probation” section of the Dyson College *Graduate Academic Probation Policy*. A student who is reinstated and fails to satisfy the conditions of academic probation within the time period permitted, will be dismissed automatically from the program. If such occurs, ordinarily the dismissal will be final and the student will not have the right to appeal the dismissal.

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Effective September 1, 2016

The *Appeal of Academic Dismissal Policy* may be changed from time to time at the sole discretion of the Dyson College of Arts and Sciences and such changes may be with or without prior notice. The *Appeal of Academic Dismissal Policy* is not intended as, and shall not be construed as, a contract.