

PROCEDURE FOR APPEAL OF DISMISSAL FROM A GRADUATE PROGRAM

Students who are dismissed from a graduate program can use this appeal procedure. If a student is dismissed from more than one program at the same time they must appeal each dismissal separately.

1. To appeal a dismissal from their graduate program a student must submit a written letter to the College Dean or designee within 5 business days from the date of the dismissal letter. The written appeal letter should clearly outline the reason for the appeal the facts and circumstances leading to the dismissal, and a written plan with benchmarks to continue successfully in the graduate program.
2. Upon receipt of the appeal, the College Dean or designee will notify the School Director/Department Chair that issued the dismissal, Graduate Program Coordinator, registrar's office, and Director of the Graduate School. The student, graduate program coordinator, and/or any other individuals that may be of assistance in the review of the appeal can be interviewed or asked to provide further written information. The intention of this step in the process is to be thorough, but timely with a response.
3. The student will maintain course enrollment until a decision on the appeal is reached.
4. After considering all available information, the College Dean will provide a written response to the student on the decision of the appeal.
5. If the dismissal is upheld, the student will be dropped from enrolled courses and become inactive.
6. If the dismissal is overturned, the student will remain in the program and any required benchmarks for continued enrollment will be communicated in writing.