MILLERSVILLE UNIVERSITY GRADUATE STUDENT ACADEMIC DISMISSAL APPEAL

LETTER OF APPEAL FORM

(Please print clearly)

Name:	Student ID Number:	
Mailing Address:		
Daytime Phone Number:		
Program:	Advisor:	

If you faced extenuating circumstances as detailed below that were beyond your control, you may appeal your academic dismissal. Careful documentation of the extenuating circumstances is required. The documents and information submitted with this appeal are held confidentially within Millersville University, however, the Graduate Academic Appeals Committee may share information as they see appropriate with other faculty and/or staff at the University in order to conduct a thorough review and make an informed decision regarding the appeal.

A student may only appeal for reinstatement one time. Upon the second dismissal the student is not allowed to appeal and is no longer able to request admission to any Millersville University graduate program.

Check one of the following statements: _____I accept the dismissal and the associated sanction.

_____I request a review of my case by the Committee based on the information I have provided.*

This form and/or contact and all associated documentation to support your appeal of this dismissal must be submitted to the College of Graduate Studies & Adult Learning no later than the date outlined in your appeal letter. If appeal materials are not received by this date, the dismissal is considered final.

List any supporting documents that you are submitting with this form and briefly describe the extenuating circumstances which led to your dismissal on the back of this form or in an attached letter.

*If the Graduate Academic Appeal Committee (GAAC) reviews all information provided by the student, and can reinstate the student based upon the policies of the Graduate Curriculum Program Review Committee, they may do so without a formal in-person or telephone interview. If the GAAC needs additional information, or determines that the student should be dismissed, the student may schedule an in-person or telephone interview with the committee.

Guidelines for Appealing a Dismissal

- 1. You will be **considered** for reinstatement if the committee determines that your dismissal was a result of **extenuating circumstances beyond your control and with proper documentation.** However, keep in mind that you are currently dismissed from the university and reinstatement is not a guarantee.
- 2. You must provide available documentation for extenuating circumstances.
- 3. The committee <u>will not</u> reinstate you simply because your dismissal would lead to negative consequences (i.e., retention of graduate assistantship, employment, professional licensure), or for circumstances not deemed extenuating (i.e., lack of time management, work schedules, non-medical conflicts).

Extenuating Circumstances Which Will Be Considered by the Committee:

Note: To say that an extenuating circumstance *will be considered* only means that it meets the minimum standards for consideration; it *does not mean* that it is sufficient to guarantee reinstatement.

The omission of an extenuating circumstance from this list does not mean that it cannot be considered by the committee.

All claims must be accompanied by documentation.

- Significant illness or accident, occurring within the last term. Routine illnesses (such as colds) are not extenuating. Illnesses or accidents which occurred more than one term before dismissal may be considered extenuating if documentation is presented certifying to ongoing treatment during the previous term, impeding school work.
- Significant life events and crisis: This may be related to a singular event or to ongoing events. Events
 which occurred more than one term before dismissal <u>may be</u> considered extenuating if documentation
 is presented.

Extenuating Circumstances Which Will Not Be Considered by the Committee:

- 1. Ignorance of academic policies, such as the proper procedure for withdrawing from a course.
- 2. Disputes about grades.
- 3. Poor time management.
- 4. Disputes with faculty

Actions Which Might Be Considered Adversely by the Committee:

- 1. Failure to repeat courses in which the student has received a low grade.
- 2. Failure to follow the recommendations of the academic advisor, the graduate program coordinator, the Department Graduate Committee, and / or the Dean of Graduate Studies.
- 3. Failure to take advantage of academic resources.
- 4. Not attending class or not doing the work in a class (when this is not the result of extenuating circumstances).
- 5. Repeated refusal to take steps conducive to academic success (such as reducing work hours).

I have read all of the above information and am aware this form and all documentation submitted will be held in my academic file.

Student's Signature

Date