

Undergraduate Academic Appeals Policy

Types of Appeals

- Appeals on denial or deferral of admission to the Professional Program.
- Appeals for readmission to the University or Professional Program following first dismissal for poor academic performance.
- Appeals for deviation from prescribed Professional and Pre-professional curricula.
- Appeals for waivers of Warnell undergraduate courses.
- Appeals of undergraduate course grades issued by Warnell faculty.
- Charges of academic dishonesty in Warnell undergraduate courses.

Appeal of course grades and charges of academic dishonesty

An appeal of course grades and charges of academic dishonesty should be taken directly to the Office of the Vice President of Academic Affairs.

Appeals for waivers of course prerequisites

An appeal for the waiver of course prerequisites should be taken to the course instructor. The instructor's decision is final. If the waiver is granted, the instructor must notify the Undergraduate Academic Advisor in writing.

All other appeals

All other appeals should be submitted, in writing, by the student petitioning to the Associate Dean for Academic Affairs. The petitioner should clearly state the nature of the appeal and provide justification for it.

Letters appealing denial or deferral of admission to the Professional Program must be received within 30 days from the date on the letter informing applicants of their denial or deferral, if they are to receive the most favorable consideration.

The Appeals Committee

All appeals submitted to the Associate Dean for Academic Programs will be brought before an Appeals Committee. This committee will be composed of three faculty members who serve on the Undergraduate Affairs Committee (UAC). Appeals Committee members serve for two academic quarters, after which another three UAC faculty members will be chosen to serve. UAC faculty members who are not on the Appeals Committee may serve as alternates. All cases require review by the three regular committee members or their alternates. Decisions will be based on a majority vote. The Associate Dean may ask the Undergraduate Degree Program Specialist or other parties to attend to provide background information.

The Associate Dean for Academic Affairs will call meetings of the Appeals Committee as needed, and assume responsibility for recording the proceedings.

Petitioners need not appear before the Appeals Committee. However, petitioners may appear before the Appeals Committee if they so request. In conformance with University Policy, a representation may accompany the petitioner; however, that representative may only support or advise the petitioner and may not be allowed to address the Appeals Committee.

The Associate Dean of Academic Programs will transmit the decision of the Appeals Committee in writing to the petitioner, with copies to the Dean, and Undergraduate Degree Program Specialist, and the petitioner's academic advisor if applicable.

If an appeal is denied, the petitioner may once request reconsideration by the Appeals Committee. The request for reconsideration should be submitted in writing to the Associate Dean for Academic Programs. Letters requesting reconsideration should be addressed to the Associate Dean for Academic Programs and must include information not presented in the original appeal.

The Associate Dean for Academic Programs will keep a record of each case considered. Case records will be maintained for five years following resolution of the appeal, after which they will be destroyed.

Appeals denied by the Appeals Committee may be appealed to the Dean of the Warnell School of Forestry and Natural Resources. A denial by the Dean may be appealed to the Office of the Vice President for Academic Affairs.