



# ACADEMIC DISMISSAL APPEAL PACKET

Academic Dismissal is the end result of a pattern of poor academic performance, even after being warned of the necessity of improved performance. In submitting this appeal application, you are requesting an exception to the College's dismissal policy. This application requires you to reflect on and explain your past academic performance and your plan for future success, as well as why you find it critical to be reinstated immediately rather than wait the required dismissal period.

## ACADEMIC STANDARDS AT GARRETT COLLEGE

Students at Garrett College are expected to take responsibility for their own academic success and degree achievement. This includes making satisfactory progress each semester towards completion of their academic program. Students who are satisfactorily completing their academic program requirements are considered to be in good academic standing. Students must maintain good academic standing in order to be eligible for graduation, and in many cases, to be able to transfer to another institution. Academic standing may also affect athletic and financial aid eligibility\*.

Academic standing is calculated at the end of the fall and spring semesters, and is determined by the number of credit hours attempted and the student's cumulative grade point average (CGPA).

### ***Good Academic Standing***

Good academic standing means that a student is making satisfactory progress toward the completion of his/her degree. A student is in good academic standing if (s)he meets the following standards:

0-15.99 credit hrs attempted and CGPA of 1.50 or greater  
16-28.99 credit hrs attempted and CGPA of 1.75 or greater  
29+ credit hrs attempted and CGPA of 2.00 or greater

### ***Academic Probation***

When a student fails to meet the requirements for good academic standing, (s)he is placed on academic probation. Students placed on academic probation work with an Academic Success Advisor to develop a plan for returning to good standing. Failure to attain good academic standing while on probation will result in academic dismissal.

### ***Continued Probation***

A student on academic probation who earns a semester grade point average of 2.0 or higher but still has a cumulative grade point average below that required for good academic standing will continue on academic probation.

### ***Academic Dismissal***

A student who is on probation and in the following semester does not meet the cumulative grade point average (CGPA) standard to be removed from probation will be academically dismissed from Garrett College. An academically dismissed student will be required to spend one year away from the College from the time of dismissal.

Students who have been academically dismissed have a right of appeal. Careful consideration should be given as to whether immediate reinstatement is appropriate. Academic dismissal is not a punishment; it is a consequence of repeated poor performance. Students who have reached this point are removed from the College to allow time to reflect on the factors causing poor performance. Rather than appeal for immediate reinstatement, students are encouraged to use this time to evaluate their academic/professional goals, address the challenges that contributed to poor performance, and formulate a plan for return when better positioned for success.

*\*As required by Federal regulations, students receiving financial aid are subject to additional standards of Satisfactory Academic Progress. A student who does not achieve the standards for Financial Aid Satisfactory Academic Progress could lose his/her funding. Refer to the Financial Aid section of the College Catalog for more information.*

## ACADEMIC DISMISSAL APPEAL

To appeal your academic dismissal from Garrett College, you will need to complete this packet. Your request will be reviewed by the Academic Dismissal Appeals Board. You are required to include any documentation that supports your reinstatement. Incomplete packets will not be processed.

**\* APPEALS WILL NOT BE ACCEPTED AFTER THE JANUARY 4<sup>TH</sup> DEADLINE \***

### DEADLINES & INSTRUCTIONS

STEP 1	<b>NOW</b>	Call your Academic Success Advisor to set up an appointment to meet with him/her <u>BEFORE JAN 4<sup>th</sup></u> . <i>Please plan accordingly and allow time for appointments. Your failure to make appointments within a reasonable timeframe is not acceptable.</i>
STEP 2	BEFORE your advising appointment	Thoroughly complete the student sections (Pages 3 – 4) of this packet.
STEP 3	<b>BEFORE JAN 4<sup>th</sup></b>	Meet with and submit your completed packet to your advisor <u>BEFORE JAN 4<sup>th</sup></u> .
<b>** JAN 4<sup>th</sup> SUBMISSION DEADLINE **</b>		
<b>By this date, you should have already met with your advisor and completed all required paperwork.</b>		
STEP 4	JAN 4 <sup>th</sup>	Your advisor will submit the completed packet to the Office of Academic Affairs.
STEP 5		The Academic Review Board will review your packet and consider your request for reinstatement.
STEP 6	JAN 9 <sup>th</sup>	Notification of the Board’s decision will be sent to your Garrett email account. <u>You must access your GC email account to obtain specific instructions regarding the decision.</u>
STEP 7	JAN 10 <sup>th</sup> * ON CAMPUS APPEAL HEARINGS *	<u>Reserve this date on your calendar now.</u> Should the Board determine your case requires further consideration, you will be required to come to campus to attend an <b>in-person</b> appeal hearing. If you are required to attend an on-campus appeal hearing, you will receive a notification phone call at least one day before. Come to your hearing prepared to discuss your past academic performance and detailed plans for improvement.

Please type or print clearly in ink. Answer questions as completely as possible.

**Student Information**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ GC Email Address: \_\_\_\_\_

Semester & Year Last Enrolled: \_\_\_\_\_

**Current Academic Standing**

My Cumulative GPA: \_\_\_\_\_ CGPA Needed to Return to Good Academic Standing: \_\_\_\_\_

My Current Major \_\_\_\_\_

I am considering changing my major to \_\_\_\_\_

**Appeal Information**

This is the  first  second  \_\_\_\_\_ time I have been academically dismissed from the College.

I intend to return  Full Time (12 hours or more)  Part Time (Less than 12 hours) .

Complete the following section providing clear, detailed, extensive responses. You are encouraged to attach additional pages as needed. Copies of supporting documentation (example: doctor's notes, letters from employers, etc.) may also be attached.

My educational goals are: \_\_\_\_\_

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My academic difficulty was due to: \_\_\_\_\_

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My *detailed* plan for improving my grade point average is: \_\_\_\_\_

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If I am reinstated and begin to have academic difficulty, I plan to: \_\_\_\_\_

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Immediate reinstatement (rather than adhering to the time out period) is critical because: \_\_\_\_\_

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### ***Acknowledgement of Student's Responsibility***

Please initial below to indicate acknowledgement of the following:

\_\_\_\_\_ I acknowledge Garrett College's Standards of Academic Progress and I understand it is my responsibility to abide by these Standards by maintaining a cumulative grade point average relative to Good Standing.

\_\_\_\_\_ I understand that if my appeal is approved, the Board may stipulate the conditions of reinstatement, such as limiting in the number of courses and/or credit hours per semester, dictating specific courses to enroll in, mandating Tutor Center hours, and so on.

\_\_\_\_\_ I understand that if my appeal is approved, I am responsible for my own success. As such, I will take actions that lead to success, including attending classes, turning in assignments on time, studying a minimum of two hours outside of class for each credit hour of enrollment, seeking and utilizing academic support and other student services.

\_\_\_\_\_ I understand that failure to raise my grade point average will result in a second academic dismissal, and I further acknowledge that the Academic Dismissal Appeal Board is unlikely to accept a second appeal unless documented extenuating circumstances (medical or otherwise) can be proven.

\_\_\_\_\_ I acknowledge that the decision of the Academic Dismissal Appeal Board is final and no further appeal is available.

### **Important Financial Aid Information**

**Approval of an academic appeal is NOT an indication you are eligible for Financial Aid.**

**If your Financial Aid has been terminated, you must file a separate appeal with the Office of Financial Aid.**

By signing below, I acknowledge understanding of Garrett College's Academic Standing requirements and, if reinstated, will comply with my commitment to achieve and maintain academic good standing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Advisor Notes & Recommendation**

Completed Gameplan for Academic Success

No

Yes Date: \_\_\_\_\_

Completed Academic Success Contract

No

Yes Date: \_\_\_\_\_

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\_\_\_\_\_  
Advisor Signature

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Date

**Academic Support Usage (completed by the AASC)**

Please report any information regarding the student's usage history for the tutoring centers (math, writing, science), peer tutoring, etc.

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\_\_\_\_\_  
AASC Signature

\_\_\_\_\_  
Date