



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

APPEALS TO ACADEMIC STANDING

1. Appeal Procedures and Deadlines

All appeals of academic standing will be heard by the Academic Appeals Committee. The Academic Appeals Committee will be composed only of faculty members and appropriate administrators.

A student may appeal to the Academic Appeals Committee only once following each notification of academic standing. For appeals, students must complete the procedures outlined on the appropriate Academic Appeals Form which is available in the Office of the Registrar. Appropriate documentation (I.e., medical bills, medical records, or funeral bulletins) should be provided. In addition to this written appeal, a student may request to address the Academic Appeals Committee during one of its regularly scheduled meetings if so desired (contact the Appeals Committee Chair). Requests for personal appearances must be submitted with the written appeal by the deadline (see Section D and the Appeals Form). Interviews with the Appeals Committee will not be granted after an appeal has been denied or if an appeal is late.

Deadlines for Appeal of Academic Standing - Appeals of suspension or dismissal from the University MUST be completed and submitted to the Academic Appeals Committee at the latest on the Monday prior to the first day of classes as published in the University Catalog for the term (summer session/semester) for which the student is suspended or dismissed.

Appeals of dismissal will not be allowed without exceptional cause which must be supported with valid documentation. Appeals of late withdrawal from courses or from the University MUST be completed and submitted to the Academic Appeals Committee no later than the Monday before the next regular academic semester begins.

Appeals of a course grade MUST meet the deadline described in *Appealing a Course Grade*.

Exceptions to the above deadlines may be granted if the student shows evidence that he/she was unable to submit an appeal before the deadline due to documented exceptional circumstances.

Frequency of Meetings for Appeals - The Academic Appeals Committee shall meet the Wednesday before classes begin and two (2) weeks after the last date to withdraw, as stated in the University's Academic Calendar, to consider appeals of academic suspension, withdrawal, or dismissal.

The Academic Appeals Committee shall meet on other occasions only at the discretion of the Appeals Committee, for example: if the appeal load is heavy, if new evidence is brought forth which affects an appeal already acted upon, and/or if there is any other special circumstance in which the welfare of a student is at stake.

Appealing a Course Grade - To appeal a course grade, a student must follow the process described below:

The student must initiate his/her grade appeal by writing a letter of appeal to the course instructor. This letter must be completed and delivered to the instructor, along with a copy to the student's advisor, no later than the end of the third full week of classes during the next regular academic semester (fall or spring). No appeal of a course grade will be considered unless a written appeal is made to the instructor by the deadline date. After considering the student's appeal, the instructor must respond in writing to the student, stating whether or not the appeal is granted and stating the instructor's rationale for the decision. The written response must be completed by the end of the fifth full week of classes in the semester of the appeal. If the instructor is no longer employed by the University or is otherwise unavailable, the student must proceed as prescribed in step 2;

If the student is not satisfied with the instructor's decision and wishes to continue the grade appeal, the student must pick up the Academic Appeals Form from the Office of the Registrar and follow the procedures described on the form for continuing an appeal of a course grade; if a grade appeal reaches the Academic Appeals Committee, the student and the instructor may be requested to meet with the committee to resolve the appeal.

Appealing for Retroactive Withdrawal - Retroactive withdrawal from a course or from the University will be considered only when a student documents to the Academic Appeals Committee that he/she could not meet the scheduled deadline for appropriately withdrawing due to some unforeseen and extraordinary circumstance beyond

his/her control. The student must make this appeal no later than the Monday before the next regular academic semester begins. Appeals that do not clearly document the circumstance for missing the withdrawal date will not be granted.

Students receiving federal financial aid for the course or term in question may be required to repay the University for Said Course or courses. (Students should contact the Financial Aid Office, 502-597-5960 or orfinaidmail@kysu.edu) Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

Appeal of Suspension - A student may appeal his/her academic suspension to the Academic Appeals Committee. Exception: appeal of a suspension after reinstatement is not allowed.

A student with a cumulative grade-point average of less than 1.5 must submit documentation with his/her appeal to substantiate that normal academic progress was interrupted due to extraordinary situations. A student may appeal his/her suspension resulting from three unsuccessful attempts of a course and request a fourth attempt in a course if his/her cumulative grade-point average is a 2.25 or better.

If an appeal of a suspension resulting from a low GPA is granted, a minimum of two (2) courses in which a grade of D or F was received must be repeated in the term (summer session/semester) of reinstatement unless the course is not available. A student who has been re-admitted after suspension and who fails to meet the conditions of his/her reinstatement may be dismissed from the University without appeal.

A notation of suspension will be removed from a student's academic record only if a proven error in the recorded grade or a grade which has been subsequently changed allows him/her to meet minimum academic standards. Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

Appeal of Dismissal from the University - A student may appeal his/her dismissal from the University if documented circumstances beyond the student's control can be proven to have caused the unacceptable academic performance, and that situation is corrected. Exception: appeal of a dismissal after reinstatement is not allowed. If the student's appeal is granted, the student will be required to abide by an academic contract to be developed in consultation with the student's advisor and the chairperson of the department/division in which the student is majoring. Also, if re-admission is granted, the student will be placed on probation.

A student who has been re-admitted after dismissal and who fails to meet the conditions of his/her reinstatement may be dismissed from the University without appeal.

After two years, a dismissed student may appeal in writing to the Academic Appeals Committee for re-admission to the University. The student's appeal must include a letter of support from the chairperson of the department/division in which the student was majoring. Also, a letter of support must be submitted from either a faculty member or the student's former advisor. Note: Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

2. Entities Affected

- Academic Affairs
- Bursar
- Office of Financial Aid
- Registrar's Office

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

Academic Standing Policy

5. Statutory or Regulatory References