

## **Academic Appeal Process Following Dismissal from GVSU**

You **MUST** follow the steps outlined below when submitting an appeal to the Academic Review Committee following your dismissal from GVSU.

As stated in the GVSU catalog, a dismissed student may apply for readmission after a period of one calendar year. Evidence of maturity and improved attitude toward academics and written support of the student's academic advisor must support the application for readmission. All appeals are considered by the Academic Review Committee and the results are communicated to the student in writing. Approval of a petition allows the student to enroll on a conditional basis, as stipulated by the Committee and enrollment status will be Jeopardy of Dismissal.

1. Obtain a ***Petition to Return*** form from the Records Office, The Academic Resource Center or the CCPS Undergraduate Advising Center website.
2. Write a letter of appeal, addressed to the Academic Review Committee. See enclosed guidelines for items to be included in the letter of appeal.
3. Meet with your faculty mentor and an advising center representative. At this meeting, you should be prepared to present your completed materials for review and discuss your situation in order to obtain support of your petition to be readmitted to GVSU. The CCPS Undergraduate Advising Center will facilitate the meeting. Call the center at 616.331.6890 to set up this meeting.
4. Submit your completed appeal packet to the Registrar's Office, 150 STU. This should be done at least 30 days prior to the semester you wish to return.
5. You will be notified, in writing, of the decision of the Committee.

### **To Summarize:**

Your appeal packet should contain:

- ✓ the completed Petition to Return Form
- ✓ your letter of appeal
- ✓ letter of support from your faculty mentor which includes an academic plan created with an advisor from the advising center
- ✓ any additional supporting documentation, i.e., accident reports, doctor's notes, any additional letters of support

## Academic Review Policy Effective August 26, 2002

This policy begins with students attending Fall 2002 and thereafter.

### Probation:

Freshman – g.p.a. is 1.501→1.999  
Sophomore – g.p.a. is 1.801→1.999

No probation status for Juniors and Seniors

### Jeopardy of Dismissal:

Freshman – g.p.a. is 1.50 or lower  
Sophomore – g.p.a. is 1.80 or lower  
Juniors and Seniors 1.999 or lower

### Dismissal:

Jeopardy of Dismissal students have **one** semester to raise their cumulative grade point average above the dismissal level.

i.e., - 1.501 for Freshmen  
1.801 for Sophomores  
2.00 for Juniors and Seniors

If the cumulative grade point average is below dismissal level **AND** the current grade point average is below 2.50, the student will be dismissed.

### Readmission after Dismissal:

Students may apply for readmission after dismissal after one full calendar year. Submit the following materials for review:

**Petition to Return Form**  
**Academic Plan**  
**Letter from student**  
**Support letter from faculty/advisor**

If readmitted, status is Jeopardy of Dismissal as listed above.

### Due Process thru Appeal:

If a student believes that his or her status is in error, the appeal may be submitted right away. Follow the process outlined above.

### Table:

Status	Sem. Hours Earned*	GPA for Dismissal	GPA for Probation	GPA for Good Standing
Freshman	0 – 24	1.50 or less	1.501 – 1.999	2.00 or better
Sophomore	25 – 54	1.80 or less	1.801 – 1.999	2.00 or better
Junior	55 – 84	1.999 or less	N/A	2.00 or better
Senior	85 or more	1.999 or less	N/A	2.00 or better

\*includes transfer credits

## **Readmission After Dismissal Student Appeal Letters**

In developing your letter to the Academic Review Committee, you will need to provide detailed, specific and often personal information regarding the circumstances surrounding your dismissal from GVSU. The letter should include information on what steps you have taken to ensure your success if the committee decides to approve your appeal for readmission.

By responding to the following questions, you should be able to develop a thorough appeal letter that provides all background information needed by the Committee.

1. What circumstances have caused you to be in this appeal situation?
  - a. Do you understand why you were dismissed from the university?
  - b. It's assumed that you will be honest. If you made some mistakes, admit this and let the committee know that you accept the responsibility and consequences of those mistakes.
  - c. Do not use this letter to blame others for the situation.
  
2. What steps have you taken to overcome these roadblocks to success?
  - a. Detail what you plan to do if your appeal is approved. How will you prevent yourself from being in the same situation in the future?
  - b. If you've taken some time off from GVSU, what have you been doing? (i.e., attending another school, working, etc.)
  
3. What is your specific academic plan for the next several semesters?
  - a. Be VERY specific. This is your opportunity to prove to the Committee that you've given this appeal serious consideration. What will you do differently if given another opportunity to succeed (tutoring, study groups, fewer registered credits, etc.)
  
4. What are your goals for the future?
  - a. This is your opportunity to explain why it is important for you to return to GVSU.
  
5. Who is willing to support your appeal?
  - a. One of the most important steps in preparing your appeal is to secure support from a faculty member in your major. No appeal will be approved without this support.

### **Addressing your letter of appeal:**

“Dear Academic Review Committee”

### **Closing your letter:**

“Thank you for considering my appeal. If you have any question, I can be reached at \_\_\_\_\_.” (provide your daytime phone number or e-mail address).

Sincerely,  
Name  
SID#  
Address