

# CLAS Academic Advising Center

Academic advising for students pursuing majors and/or minors offered by the College of Liberal Arts and Sciences  
Call Us: (616) 331-8585 • Visit us On-line: [www.gvsu.edu/clasadvising](http://www.gvsu.edu/clasadvising)

## Academic Appeal Process Following Dismissal from GVSU

If you have been dismissed from GVSU based on your academic performance, the following steps outline the process you need to take to appeal that dismissal.

As stated in the GVSU catalog, a dismissed student may apply for readmission after a period of **one full calendar year** following dismissal. Evidence of maturity and improved attitude toward academics, and written support from the student's faculty advisor must accompany the appeal for readmission. All appeals are considered by the Academic Review Committee and the results are communicated to the student in writing (or by phone depending on the time of year). Approval of a petition to return allows the student to enroll on a conditional basis, as stipulated by the Committee, and enrollment status will be Jeopardy of Dismissal.

Follow these steps in preparing your appeal:

1. **GET a *Petition to Return Form*** from either the Records Office or the CLAS Academic Advising Center, or online at [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar).
2. **DRAFT** the following materials:
  - A letter of appeal, addressed to the Academic Review Committee. Guidelines for items to be included in the letter of appeal are listed on the following pages.
  - A proposed academic plan for at least two semesters upon your approved return to GVSU. Guidelines for drafting this plan are on the following pages.
3. **GET** copies of any transcripts from colleges you attended since leaving GVSU (if applicable). Unofficial copies are fine for this initial step.
4. **MEET** with an academic advisor in the CLAS Academic Advising Center to review your proposed letter of appeal and academic plan. Bring copies of your transcripts to this meeting.
5. **MEET** with your assigned faculty advisor or a faculty member from the major you plan to pursue to obtain final approval of your appeal letter and academic plan. If you are changing your major, contact that department for a referral to a faculty member for assistance.
6. **GET** a letter of support from your faculty advisor. This written support can either be sent directly to the Academic Review Committee or given to you to include in your appeal packet. **No appeal will be approved without this written support.**
7. **SUBMIT** your completed appeal packet to the Registrar's Office (150 STU). This should be done at least 10 days prior to the semester you wish to return. **Make a copy for your records.**
8. You will be notified, in writing (or by phone depending on the time of year), of the decision of the Committee.

**To Summarize:**

Your appeal packet should contain:

- The completed Petition to Return Form.
- Your letter of appeal, which includes a detailed academic plan.
- Letter of support from your faculty advisor or faculty member in the area of your major.
- Any additional supporting documentation, i.e. accident reports, doctor's notes, any additional letters of support.
- Copies (unofficial) of any transcripts from schools attended since leaving GVSU.
- Make a copy of all materials before submitting them to the Academic Review Committee

**Things to keep in mind:**

- Readmission to the university is NOT guaranteed
- Your faculty advisor has the right to decline your request for support
- **Readmission to the university does not guarantee reinstatement of financial aid.** This requires a separate appeal. Please contact the Financial Aid Office at 616-331-3234 for information.

**If you are denied readmission to the university:**

- You can repeat or take additional courses at a community college to demonstrate your academic abilities and improved attitude towards being successful.
- Analyze your academic and career goals. Do some research on areas in which you have interest and investigate pathways to achieve your goals.
- Volunteer or work in your community to gain insights into your goals and aspirations.
- Look for full or part time work to gain experience while reevaluating your academic and career plans.

## Academic Review Policy

This policy begins with students attending fall 2002 and thereafter.

### Probation:

Freshman – GPA is 1.501 → 1.999

Sophomore – GPA is 1.801 → 1.999

No probation status for Juniors and Seniors

### Jeopardy of Dismissal:

Freshman – GPA is 1.50 or lower

Sophomore – GPA 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 Freshman

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.

Same process as before:

Petition to Return Form

Academic Plan

Letter from Student

Support letter from faculty/advisor

If readmitted, status of 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. Same process as before (see 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 times, personal information regarding your circumstances surrounding your dismissal from GVSU. This 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. What support services at GVSU will you use to support your success: tutoring, writing center, math/statistics lab, Counseling and Career Development Center, Disability Support Resources, etc.
  - c. 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.
  - b. It is expected that your academic plan will include repeated courses. This is the quickest way to improve your grade point average and get you back in good academic standing.
  
- 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 questions, I can be reached at \_\_\_\_\_." (provide your daytime phone number or email address).

Sincerely,

Name

G#

Address

## Drafting an Academic Plan – Things to Consider

1. Repeat Courses – review your previous work and identify classes that you should repeat to improve your grade point average. Your academic plan should include repeated courses whenever possible and appropriate.
2. Major Classes – if you are changing majors, investigate the requirements for the new major either in the GVSU catalog or on line at: [www.gvsu.edu/catalog](http://www.gvsu.edu/catalog). Include several courses from your major in your academic plan.
3. General Education – review your MyPath report (accessed through MyBanner – [click here for link](#)) or discuss this with an academic advisor to identify any remaining general education requirements and include course options in your plan. [Click here](#) for instructions on accessing and interpreting MyPath.
4. Credits per Semester - this should be based on several considerations: past academic performance when taking 15+ credits per semester; family obligations; work schedule and the number of hours working each week; combination of courses. Be prepared to answer questions about this when you meet with your advisors.

# Academic Appeal Information for Faculty

## The Meeting

Things to consider when working with students who are requesting support of their return to the university following dismissal:

1. Has the student presented a compelling case, taking into account the challenges experienced during their previous semesters at GVSU?
2. Has the student identified strategies to increase their chance of success if the appeal is approved?
3. Is the letter of appeal appropriate and well written? If not, recommend changes.
4. Is the academic plan logical and achievable? If not, recommend changes.
5. Were there extenuating circumstances that contributed to the poor performance in previous semesters?
6. Has the student taken any coursework elsewhere since leaving GVSU? Was it completed successfully?
7. Has the student accepted responsibility for his or her previous academic performance?

## The Letter

If you choose to support the student in his or her appeal to return to the university – and this is at your discretion – you will need to write a letter of support, including your support of the proposed academic plan. The letter should include the following:

1. Your willingness or unwillingness to support the appeal.
2. If you support the appeal, include recommendations for the student to follow upon his or her return, such as regular meetings with faculty advisor, CLAS academic advisor, seek tutoring, utilize the Writing Center, etc.
3. If unwilling to support the appeal, explain why in the letter, but also make sure the student knows that you will not support the return to GVSU.
4. Recommendations for or support of the proposed academic plan.
5. Feel free to list specific recommendations – limited number of credits per semester; required meetings with faculty or professional advisor; academic hold to be left on the student record for future registrations, etc.

## The letter is addressed to:

Academic Review Committee  
150 Student Services Building

## The Results

The committee meets every other Tuesday during the semester. Decisions are communicated, in writing, to the student and faculty advisor. If approved, the letter will include recommendations for the student to follow, usually outlining what has been recommended in their support letter from the faculty.

**If you have any questions about this process, you should contact the CLAS Academic Advising Center at 331-8585 or Mike Messner in the Student Academic Success Center at 331-3588.**