

Academic Appeal Process Following 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 the written support of the student's academic advisor must accompany the application for readmission. The Petition to Return form and supporting documentation must be submitted to the registrar not less than 10 days before the first day of classes for the semester of intended return. Petitions are reviewed by the Academic Review Committee on a continual basis. Approval of a petition allows the student to enroll on a conditional basis, as stipulated by the committee. The academic standing for a readmitted student will be jeopardy of dismissal. These procedures apply to students who have more recently attended Grand Valley, within five years, or students who previously attended Grand Valley, five or more years past.

Due Process Through Appeal: If a student believes that his or her academic status is in error, he or she may submit a written appeal including written support of his or her academic advisor to the Academic Review Committee, c/o the registrar. It is in the student's interest to appeal immediately if he or she intends to do so, but a student may do so no later than the first class day of the subsequent semester. All appeals will be considered by the Academic Review Committee.

1. Obtain a ***Petition to Return*** form from the Records Office.
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 academic advisor to present your completed materials for review and obtain written support of your petition to be readmitted to GVSU. The College of Community & Public Service Undergraduate Advising Center will facilitate this meeting. Please call 616-331-6890 to provide your availability.
4. 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.

Your appeal packet should contain:

- the completed petition to return form
 - your letter of appeal (see guidelines in this packet)
 - letter of support from your CCPS faculty mentor and academic advisor
 - any additional supporting documentation, i.e., college transcripts, doctor's notes, any additional letters of support, etc.
5. You will be notified, in writing, of the decision of the Committee.

Academic Review Policy

Beginning with the fall semester 2002, the following system has been used to evaluate the academic progress of all undergraduate students. Using either the narrative or the table below, students can check their credits earned, cumulative grade point average (GPA), and current GPA to readily determine their academic standing. The table below lists semester hours earned (including hours in transfer) and the minimum GPA for good standing, probation, jeopardy of dismissal, and dismissal.

1. **Good Standing:** Each student must have a cumulative GPA of a 2.000 or higher to be in good standing.
2. **Academic Probation:** A freshman with a cumulative GPA between 1.501 and 1.999 will be placed on probation. A sophomore with a cumulative GPA between 1.801 and 1.999 will be placed on probation.
3. **Jeopardy of Dismissal:** A freshman whose cumulative GPA is 1.500 or lower and a sophomore whose cumulative GPA is 1.800 or lower will be placed in jeopardy of dismissal. Juniors and seniors whose cumulative GPA is below 2.000 will be placed in jeopardy of dismissal.
4. **Dismissal:** Students in jeopardy of dismissal have one semester to raise their cumulative GPA above the dismissal level. If the student's cumulative GPA does not rise above the dismissal level and if the current semester GPA is less than a 2.500, the student will be dismissed.

Semester Hours Earned*	Cumulative GPA for Dismissal	Cumulative GPA for Probation	Cumulative GPA for Good Standing	
Freshman	0-24	1.500 or less	1.501-1.999	2.000 or better
Sophomore	25-54	1.800 or less	1.801-1.999	2.000 or better
Junior	55-84	1.999 or less	not applicable	2.000 or better
Senior	85 or more	1.999 or less	not applicable	2.000 or better

*Including transfer credit hours

Student Dismissal 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 plan for academic success if you return?
 - a. Be VERY specific. This is your opportunity to prove to the Committee that you've given this appeal serious consideration.
 - b. What university resources will you use? (tutoring, faculty office hours, advisors, other university services, etc.)
 - c. How will you manage your time, workload, outside employment, or other factors that led to your dismissal?

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.

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

G#

Address