



Academic Appeal Process Following Dismissal from Grand Valley State University

As stated in the [Grand Valley State University catalog](#), a dismissed student may apply for readmission after a period of **one calendar year**. All appeals are considered by the Academic Review Committee.

Appealing Prior to One Academic Year

Factors that may contribute to a student successfully reapplying for admission prior to one calendar year include:

- **Demonstrated Responsibility:** Students who take responsibility for their past academic performance and demonstrate a commitment to improving their performance.
- **Clear Plan for Improvement:** A student who has a well-defined plan for improving their academic performance and has taken steps to implement that plan.
- **Supportive Evidence:** Students who can provide documentation of extenuating circumstances or evidence of significant improvement in their academic performance.
- **Good Standing with the University:** Students with a positive disciplinary record and who have not violated university policies or regulations.
- **Relevant Accomplishments:** Students who have relevant accomplishments, such as completing coursework at another institution or participation in relevant internships or extracurricular activities.
- **Additional Requests and Changes:** Students who are also pursuing additional requests and changes (change in major, Academic Forgiveness, Retroactive Withdrawal, etc.) in combination with their application for readmission.

Appeal Items & Submission

The Petition to Return form and supporting documentation must be submitted to the registrar no less than **10 days** before the first day of classes for the semester of intended return (150 STU or regdept@gvsu.edu):

1. Completed [Petition to Return form](#)
2. Letter of appeal, addressed to the Academic Review Committee (see **Student Appeal Letters**)
3. A proposed academic plan for at least two semesters upon your return to GVSU (see **Drafting an Academic Plan**)
4. Copies of any transcripts from institutions you attended since leaving GVSU (if applicable)
5. Letter of support from your academic advisor, assigned faculty advisor, or a faculty in the major you plan to pursue if you are readmitted. Your advisor has the right to decline your request for support. (see **Supporting an Appeal**)
6. Any additional supporting documentation, i.e. accident reports, doctor's notes, any additional letters of support.

Make a copy of all materials before submitting them to the Academic Review Committee for your own record.

Reviewing Appeals

The Academic Review Committee meets on a continual basis (every other Tuesday during the semester). Decisions are communicated, in writing, to the student and 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.



Student Appeal Letters

In developing your letter to the Academic Review Committee, you will need to provide detailed, specific, and oftentimes, personal information regarding your circumstances surrounding your dismissal from Grand Valley.

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? *Demonstrate an understanding of why you were dismissed and acknowledge, admit, and take ownership of your actions (or lack-there-of).*
2. What steps have you taken to overcome the roadblocks to your success? *Detail what you plan to do if your appeal is approved and how you will prevent yourself from being in a similar situation in the future. Acknowledge support services at GVSU that will aid in your future success.*
3. What major activities have you been engaged in since leaving GVSU? *This may include attending another school, working, etc.*
4. What is your specific academic plan for the next several semesters? *Be very specific to showcase that you've given this appeal serious consideration. It is expected that your academic plan will include repeated courses.*
5. What are your goals for the future? *Explain why it is important for you to return to GVSU.*
6. Who is willing to support your appeal? *It is important to secure a letter of support from a faculty member or advisor in your major, no appeal will be approved without this support.*

Address the appeal to the "Academic Review Committee."

Close the letter with "Thank you for considering my appeal. If you have any questions, I can be reached at _____." Along with your preferred name, g-number, and address.

Drafting an Academic Plan

Consider the following when coming up with your detailed academic plan (we encourage consultation with an academic advisor):

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 online at: 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; the combination of courses. Be prepared to answer questions about this when you meet with your advisors.

We encourage students to work with an advisor on a back-up plan in case their appeal is denied.



Supporting an Appeal

Your advisor has the right to decline your request for support, so it is important to come prepared to explain why you are ready to apply for readmission. Advisors will consider the following items:

- Have you presented a compelling case, considering the challenges you experienced at Grand Valley?
- Have you identified strategies to increase your chance of success if the appeal is approved?
- Is your appeal letter appropriate and well-written? *You should be prepared to share a draft of your appeal with your advisor so they can review it and recommend changes as appropriate.*
- Is your academic plan logical and achievable? *You should be prepared to share a draft of your academic plan with your advisor so they can review it and recommend changes as appropriate.*
- Do you have extenuating circumstances that contributed to the poor performance in previous semesters?
- Have you taken any coursework elsewhere since leaving GVSU? Was it completed successfully?
- Have you accepted responsibility for your previous academic performance?

Advisors will submit a letter on your behalf to the Academic Review Committee that will include the following:

1. Willingness or unwillingness to support the appeal.
 - a. If the appeal is supported, they will include recommendations for the student to follow up on their return.
 - b. If unsupported, they will explain why and make sure the student is aware.
2. Recommendations related to the proposed academic plan including but not limited to (credits per semester, required meetings, academic holds, and use of support services).

Readmission to Grand Valley

Readmission to the university is not guaranteed.

Approval of a petition allows the student to enroll on a conditional basis, as stipulated by the committee. The academic standing of 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.

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

Readmission to the university does not guarantee reinstatement of financial aid. Please contact the financial aid office at (616) 331-3234 or visit their [website](#) for more information.