

**11.04.99.R0.07 Academic Affairs Undergraduate Student
Suspension Appeal Committee**
Approved August 1, 1997
Revised December 2, 2004
Revised May 12, 2008
Revised February 22, 2010



Procedure Statement

This procedure delineates the process afforded to undergraduate students to appeal academic suspension from the university. It also sets forth the composition of the Undergraduate Academic Appeals Committee (UAAC).

Reason for Procedure

Students who have been suspended from the university for academic reasons should be provided due process and an opportunity to appeal these decisions.

Procedures and Responsibilities

1. The Undergraduate Student Suspension Appeal Committee (referred to as: Undergraduate Academic Appeals Committee-UAAC) exists to provide undergraduate students due process and an opportunity to appeal academic suspension from the university when the following two conditions are present:
 - 1.1 The student has made a formal written appeal to the dean or assistant/associate dean of the appropriate college and has been denied re-admission into the university.
 - 1.2 The student can document that extenuating circumstances are involved in his/her suspension from the university.
2. The UAAC shall consist of the following eleven (11) voting members:
 - 2.1 Two faculty representatives, recommended by the dean, from each college - these faculty representatives will serve staggered two-year terms (each term encompassing fall, spring, and summer semesters);
 - 2.2 The director (or designee) of the University Financial Aid Office;

2.3 One assistant/associate dean from each college; and

2.4 The director (or designee) of the University Student Assessment Office.

3. A faculty member of the committee (not an assistant/associate dean), preferably holding senior rank, will be selected as chairperson of the UAAC at the first committee meeting for each academic year (fall semester). A vice-chair will also be selected at this meeting and shall serve in the absence of the chairperson. The chairperson will serve for one full term (fall, spring, and summer semesters or August, January, and May meetings).

4. A student who is denied re-admission to the university by the college dean/assistant or associate dean may request that the UAAC hear his/her appeal. To request a UAAC hearing, the student must file a formal request through the Office of the Provost and Vice President for Academic Affairs. The student's request must consist of the following written documents:

4.1 Completion of form #1002, and

4.2 A written "Plan for Academic Success" prepared by the student. Guidelines for completing these documents are available from the Office of the Provost and Vice President for Academic Affairs.

5. The Office of the Provost and Vice President for Academic Affairs will:

- Assist the UAAC with the undergraduate student appeals process,
- Make student appointments for the UAAC hearings,
- Prepare UAAC student packets for the hearings, and
- Retain minutes/reports of UAAC meetings/findings.

6. UAAC hearings will be held three times per calendar year in January (for spring semester), May (for summer semesters), and August (for fall semester).

7. Students are encouraged to appear before the UAAC in person to address their case, but are not required to do so. UAAC members may address questions to the students regarding their appeal. The UAAC will vote on each student's appeal request in closed session. UAAC action, by a recorded simple majority of those members present and voting, will be either to approve re-admission or to deny re-admission of the student to the university for a period of one year.

8. The UAAC chairperson will provide a written report of the UAAC's individual student actions to the Office of the Provost and Vice President for Academic Affairs. The final decision of the committee will be communicated by the chairperson in writing to:

- The student making the appeal,
- The appropriate college dean, and
- The Office of the University Registrar.

Related Statutes, Policies, or Requirements

[Supplements System Policy 11.04](#)

Contact Office

Provost and Vice President for Academic Affairs
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