

ACADEMIC DISMISSAL APPEAL INSTRUCTIONS

(READ THESE CAREFULLY)

[**Note:** While your dismissal remains in effect, *you will not be able to register for classes. Your spring, summer and fall 2009 classes will be cancelled if you do not appeal by the deadline.* (See box at bottom of page two for deadline dates).]

All appeals must be in writing, accompanied by documentation. There are no exceptions to this process. Personal interviews will not be considered unless and until a written appeal has been submitted. While additional appeals may be considered, they will normally require additional information; failure to follow the guidelines will not be considered sufficient reason for an additional appeal.

To appeal your dismissal:

1. You must **submit your appeal to the Academic Advising Center** (301 Pierce Hall) or fax to 734-487-6908. You should address your appeal to the Assistant Director for Academic Actions. To be considered for a semester in progress, you must submit an appeal by the **deadline** indicated [see box at bottom of page two].
2. Your appeal **must** include each of the following (without all of these, your appeal will not be considered or read):
 - **Appeal Cover Form: Download at** <http://www.emich.edu/aac/forms.htm>. Fill in all information, including an address (street, city, state, zip code) where you can be reached quickly.
 - **A statement of your own** (in a form easily read, typed preferred). Focus on the circumstances for the semester of your dismissal, explaining these in detail. Detail is important. Don't focus on future plans. Be honest and accurate. (Your appeal and other information will be kept confidential).
 - **Document your circumstances.** Documentation is absolutely essential; without it, your appeal **will not** be considered. [See other side for detailed information on documentation.]

Your appeal will be evaluated *within the context of your overall academic record*. Your appeal normally should be based on specific and unusual circumstances.

[Questions about appeals may be directed to Charles Fulford, Assistant Director for Academic Actions, at 734.487.3148 or by e-mail at charles.fulford@emich.edu.]

DOCUMENTING A DISMISSAL APPEAL

1. **Successful appeals most often relate to special circumstances** within a semester that clearly caused the student to be **distracted or incapacitated**. These frequently include medical issues (physical/mental), family crises, legal issues, or relationship problems. Other successful appeals involve demonstration of improved performance, with supportive letters from University faculty or staff.
2. **Documentation** for such appeals should be primarily from **professional** sources. Most often, these include physicians, therapists, clergy, attorneys or educators. In documenting a tragedy, such as the death of a relative or close friend, documentation should include such material as a death certificate or funeral/obituary notice. The student's relationship must, in such cases, be documented either in this primary form, or through secondary verification, such as a letter from someone connected with the person deceased.
3. **Letters of support** should also be primarily from professionals. Teachers, counselors, employers, and graduate assistants from Holman Learning Center may be possible sources of support. There should have been some recent contact in such instances. Letters from close friends or family members may be included, but should not be the only letters of support. It is, in each case, important to establish an objective view of the circumstances. All letters must be signed by the persons who wrote them.
4. Certain types of documents are **not appropriate**. Medical bills, prescriptions, or photographs seldom serve to verify the circumstances in sufficient detail and are subject to interpretation. **Do not include these**. The best documentation helps to clarify the circumstances beyond doubt.
5. All **documentation** must be **verifiable**. Letters of support should be professional in appearance and must include telephone numbers, so that the information can be confirmed.

[Note: Any attempt to falsify information or documentation will be reported to the Director of Judicial Services and the appeal will be denied.]

DEADLINES FOR APPEAL:

May 5, 2009:

To be considered for reinstatement and enrollment for
spring, 2009.

May 28, 2009:

To be considered for reinstatement and enrollment for
summer and/or fall, 2009.

DISMISSAL APPEAL COVER FORM

SEMESTER OF DISMISSAL: WINTER 2009

DATE: _____

NAME:	STUDENT NO:
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CURRENT ADDRESS:
CITY/STATE/ZIP:
CURRENT PHONE NUMBER:

(OFFICE USE ONLY)

REVIEWER: _____ DATE REVIEWED: _____

DECISION:

- REINSTATED (DOC/REASONS OK)
- DENIED
- DENIED (PENDING ADDIT. DOCUMENTATION)

COMMENTS:

- PREVIOUS STATUS:
- 2ND SEMESTER PROB (ALL E'S)
 - PROBATION 3 STATUS
 - REINSTATEMENT
 - OTHER

ACTIONS:

- STATUS UPDATED ON COMPUTER
- NOTIFICATION OF DECISION MAILED

TERM/OVERALL GPA: _____/_____

OVERALL GP DEFICIT: _____