

Academic Dismissal Appeal

Students who have been dismissed for failing to meet the standards of academic progress may appeal the dismissal by submitting this form and supporting documents to the appropriate academic administrator. If approved, students are placed on financial aid probation (academic probation)* and must follow the **Predetermined Academic Plan** while on financial aid probation (academic probation) to either meet the academic requirements to return to good standing or meet the conditions to remain on financial aid probation (academic probation) for one additional semester. Students must complete the following steps: (1) complete **Sections A through D**, (2) sign and date **Section E** of the form, (3) submit required supporting documents, (4) sign the **Predetermined Academic Plan** (page 2), and (5) submit the complete packet to the academic office in person, via postal service, fax, or as an email attachment. Appeals must be received by the date indicated on the student's dismissal notification letter.

Important: The total number of academic appeals students can submit in their academic program is limited to four (4) appeals. However, when students change their degree program at the same level or are readmitted, the total number of appeals will be reset to zero. The number of appeals is combined for both programs if graduate students are pursuing dual degrees. Students who do not return to good standing after submitting a fourth appeal will be dismissed and are precluded from registering for future sessions. Students may reapply for admission and submit a new Academic Dismissal Appeal form one year after being dismissed.

Note: Students informed of the dismissal after beginning the session immediately following the dismissal may remain enrolled while the appeal is processed. Students continuing in a course(s) while the appeal is processed who then receive a denial of the appeal may no longer continue and are dropped from classes. Students NOT currently enrolled whose appeal is approved may enroll for the current semester provided the registration deadline has NOT passed, and are subject to financial aid probation (academic probation) conditions.

In addition to meeting conditions outlined in DeVry's standards of academic progress policy, students receiving veterans education benefits must also meet Veterans Administration satisfactory academic progress requirements. Failure to do so may result in loss of benefit eligibility until deficiencies are corrected. Questions regarding these requirements should be directed to the school's veterans benefits coordinator.

* **Note:** The U.S. Department of Education uses the terminology financial aid warning and financial aid probation for Federal financial aid recipients.

SECTION A: STUDENT INFORMATION

Date Submitted: _____ **DSI #:** _____ **Program of Study:** _____
Last Name: _____ **First Name:** _____ **Last Session of Attendance:** _____
Phone: _____ **Email:** _____ **Desired Session of Attendance:** _____

SECTION B: MITIGATING CIRCUMSTANCES AND SUPPORTING DOCUMENTATION

Check the mitigating circumstance that led to your dismissal. Check all that apply.

<input type="checkbox"/> Personal illness or accident	<input type="checkbox"/> Military duty
<input type="checkbox"/> Illness or accident of immediate family or family member	<input type="checkbox"/> Required to relocate
<input type="checkbox"/> Loss of employment of self, immediate family or family member	<input type="checkbox"/> Birth of immediate family or family member
<input type="checkbox"/> Required out-of-town travel or overtime work	<input type="checkbox"/> Loss of childcare of immediate family or family member
<input type="checkbox"/> Loss of housing of immediate family or family member	<input type="checkbox"/> Death of immediate family or family member
<input type="checkbox"/> Marriage or divorce of self, immediate family or family member	<input type="checkbox"/> Incarceration
<input type="checkbox"/> Natural disaster	<input type="checkbox"/> Other

Supporting documentation (e.g., letters from employers, doctor's notes, court summons, military orders, etc.) must be submitted with the appeal form to substantiate that one or more of the mitigating circumstances above led to your dismissal. Appeals without supporting document(s) **will be denied**. Please review the list of suggested documents on the last page of this form. Please list the documents submitted in the space provided below. Repeat appeals will be denied **unless** you have new mitigating circumstances.

Documents attached: _____

SECTION C: EXPLANATION OF MITIGATING CIRCUMSTANCES

Academic appeals are normally granted only for circumstances which are beyond the student's control. Examples of unacceptable "Other" mitigating circumstances include, but are not limited to: withdrawal from course(s) to avoid a failing grade, disagreement with instructor, lack of understanding of academic policy, and lack of understanding of the requirements outlined on the **Predetermined Academic Plan** previously assigned to you. Clearly explain below the circumstances that led to your poor academic performance resulting in dismissal. Repeat appeals will be denied **unless** you have new mitigating circumstances. Submit supporting documentation along with this form as noted in Section B to substantiate the circumstances leading to your dismissal and evidence that you have resolved the circumstances or how they are being managed. Appeals without supporting documentation **will be denied**. Please see the last page for examples of suggested documentation. If more space is needed, submit an additional signed sheet including your DSI number.

SECTION D: EXPLANATION OF CHANGE OF CIRCUMSTANCES AND PLAN TO IMPROVE

Please explain below how you have adequately identified and resolved the issues that caused your poor academic performance. Provide an overview of how your circumstances have changed or will be different so that you can continue to make academic progress toward completing your academic program if you are permitted to continue your coursework. You will be required to meet the requirements of the **Predetermined Academic Plan** assigned to you if your appeal is approved. Provide concrete and realistic actions that you will take to meet the reinstatement conditions. If more space is needed, submit an additional signed sheet including your DSI number.

SECTION E: STUDENT SIGNATURE

Sign and date the form before submitting it to the academic office.

Student Signature: _____ **Date:** _____

Next Steps	<ol style="list-style-type: none"> 1. Read and sign the Predetermined Academic Plan on the next page. 2. Ensure your supporting documentation is submitted along with the form. 3. Submit the completed form, signed Predetermined Academic Plan, and supporting documentation to the appropriate academic administrator by the deadline.
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PREDETERMINED ACADEMIC PLAN

Requirements for Students Starting the Semester on Financial Aid Probation (Academic Probation)

If the academic dismissal appeal is approved, students are placed on financial aid probation (academic probation)* at the start of the semester and must follow this **Predetermined Academic Plan** during their probationary semester and either:

- A. Meet the **Academic Requirements To Return To Good Standing If On Financial Aid Probation (Academic Probation)**,
- or*
- B. Meet the **Conditions For Remaining On Financial Aid Probation (Academic Probation) For One Additional Semester**
- or*
- C. Are dismissed.

Note: If students are dismissed after a probationary semester, they must submit an appeal to a higher level of academic administrator.

* The U.S. Department of Education uses the terminology financial aid warning and financial aid probation for Federal financial aid recipients.

ACADEMIC REQUIREMENTS TO RETURN TO GOOD STANDING IF ON FINANCIAL AID PROBATION (ACADEMIC PROBATION)

At the end of a probationary semester, the student returns to good standing if *all* of the following occurred:

- The student has never completed a GPA course or the student's CGPA must be at least:

- 2.00	Undergraduate students
- 2.50 for 1-9 attempted credit hours	Graduate students' required CGPA increments
- 2.65 for 10-15 attempted credit hours	
- 2.80 for 16-27 attempted credit hours	
- 3.00 for 28 or more attempted credit hours	

- The student passed all transitional studies, prerequisite skills and ESL courses attempted during the semester.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards including completion of at least one course during the semester.

CONDITIONS FOR REMAINING ON FINANCIAL AID PROBATION (ACADEMIC PROBATION) FOR ONE ADDITIONAL SEMESTER

At the end of the probationary semester, the student who does NOT return to good standing remains on financial aid probation (academic probation) for one additional semester according to the **Predetermined Academic Plan** if *all* of the following occurred during the semester:

- **Undergraduate students:** the CGPA was at least 2.00 or the student had never completed a GPA course; or the CGPA was less than 2.00 and the SGPA was at least 2.50
- **Graduate students:** the CGPA was at least the required CGPA increment (2.50-3.00) or the student had never completed a GPA course; or the CGPA was less than the required CGPA increment (2.50-3.00) and the SGPA was at least 3.00
- The student passed all courses attempted.
- The student did NOT exceed the maximum coursework allowance; or the student exceeded the maximum coursework allowance, and the semester pace was at least 67%.
- The student maintained the required pace of progress; or the student did NOT maintain the required pace of progress, and the semester pace was at least 67%.
- The student completed at least one course.

MAXIMUM COURSEWORK ALLOWANCE AND PACE OF PROGRESS

Maximum coursework allowance: Students may attempt no more than 1.5 times the number of credit hours in their current program. Students are dismissed if they exceed the maximum coursework allowance and have NOT graduated.

Pace of progress: The table below shows the minimum acceptable pace at the end of each semester.

Undergraduate		Graduate	
Total Attempted Semester Credit Hours	Minimum Acceptable Pace	Total Attempted Semester Credit Hours	Minimum Acceptable Pace
1-15	10%	1-9	10%
16-30	40%	10-15	40%
31-60	60%	16-27	60%
61+	67%	28+	67%

STUDENT SIGNATURE: Sign and date the form below.

*I understand that I will be placed on financial aid probation (academic probation) if my appeal is approved, and I must meet the **ACADEMIC REQUIREMENTS FOR STUDENTS STARTING THE SEMESTER ON FINANCIAL AID PROBATION (ACADEMIC PROBATION)** as outlined above in the **PREDETERMINED ACADEMIC PLAN**.*

Student Signature: _____ **Date:** _____

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The appropriate academic administrator must complete **Sections F through H**, and sign the form in **Section H**. National college dean or designee must complete **Sections F, G, and I**, and sign the form in **Section I**.

SECTION F: REASON FOR DISMISSAL (Completed by appropriate academic administrator.)

Indicate the reason(s) that the student was dismissed. Check all that apply. For students who last attended in March or May 2011 sessions or prior, skip to Section G.

<input type="checkbox"/> Attempted a course a third or subsequent time and did not pass the course.
<input type="checkbox"/> While on Financial Aid Warning (Financial Aid Warning), did not pass all courses attempted second time.
<input type="checkbox"/> While on Financial Aid Probation (Financial Aid Probation), did not pass all courses attempted during the semester.
<input type="checkbox"/> While in good standing, attempted the same skills course twice during the semester and did NOT pass it.
<input type="checkbox"/> Exceeded maximum coursework allowed while in good standing.
<input type="checkbox"/> Exceeded maximum coursework allowed while on Financial Aid Warning (Academic Warning).
<input type="checkbox"/> Exceeded maximum coursework allowed while on Financial Aid Probation (Academic Probation) and did NOT meet the semester pace of progress.
<input type="checkbox"/> While on Financial Aid Warning (Academic Warning), did NOT meet minimum GPA requirement.
<input type="checkbox"/> While on Financial Aid Warning (Academic Warning), did NOT meet pace of progress toward graduation.
<input type="checkbox"/> While on Financial Aid Warning (Academic Warning)/Financial Aid Probation (Academic Probation), withdrew from all courses during the semester.
<input type="checkbox"/> While on Financial Aid Warning (Academic Warning)/Financial Aid Probation (Academic Probation), did NOT pass all transitional studies, prerequisite skills and ESL courses attempted.
<input type="checkbox"/> While on Financial Aid Probation (Academic Probation), did NOT meet minimum CGPA or SGPA requirement.
<input type="checkbox"/> While on Financial Aid Probation (Academic Probation), did NOT maintain required pace of progress or the minimum semester pace of progress.
<input type="checkbox"/> Dismissed for any reason and wishes to transfer to another program.
<input type="checkbox"/> Dismissed for any reason and did NOT submit appeal within three semesters after dismissal. Student is reapplying for admission.

SECTION G: PRIOR SEMESTER ACADEMIC STANDING (Completed by appropriate academic administrator.)

Indicate the student's academic standing in the last semester of attendance. Check all that apply.

<input type="checkbox"/> PRIOR ACADEMIC STANDING: Student last attended in March or May 2011 sessions or prior.
<input type="checkbox"/> GOOD ACADEMIC STANDING: Student started the semester in good standing.
<input type="checkbox"/> FINANCIAL AID WARNING (ACADEMIC WARNING): Student started the semester on financial aid warning (academic warning).
<input type="checkbox"/> FINANCIAL AID PROBATION (ACADEMIC PROBATION): Student submitted an appeal that was approved resulting in being placed on financial aid probation (academic probation) with requirement to follow the Predetermined Academic Plan to return to good standing.
<input type="checkbox"/> ADDITIONAL FINANCIAL AID PROBATION (ACADEMIC PROBATION) SEMESTER: Indicate number of previous semesters on financial aid probation (academic probation) _____. Student was already on financial aid probation (academic probation), but met the Conditions for Remaining on Financial Aid Probation (Academic Probation) for One Additional Semester. IMPORTANT: If the student is dismissed after a probationary semester, the student must submit the appeal to the next level of appropriate academic administrator for approval
<input type="checkbox"/> DISMISSED: Student was dismissed for any reason.
Has the student been dismissed before at this level? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter number of previous dismissals since student's last program change or readmission: _____.
Has it been determined that the total number of appeals needs to be reset to zero? <input type="checkbox"/> Yes <input type="checkbox"/> No
HAS STUDENT SUBMITTED FOUR (4) APPEALS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, the total number of academic appeals students can submit in their academic program is limited to four (4) appeals. However, when students change their degree program at the same level or are readmitted, the total number of appeals will be reset to zero. The number of appeals is combined for both programs if graduate students are pursuing dual degrees. Students who do not return to good standing after submitting a fourth appeal will be dismissed and are precluded from registering for future sessions. Students may reapply for admission and submit a new Academic Dismissal Appeal form one year after being dismissed. If the appeal is approved upon readmission, the total number of appeals is reset to zero.

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SECTION H: DECISION AND COMMENTS ON APPEAL (Completed by appropriate academic administrator.)

The decision of the first, second, third, or readmit appeal must be documented below. Provide a rationale for the decision, sign and date in the space provided.

- I have run and reviewed the student's degree audit to determine if the student is able to meet the requirements specific to remaining on financial aid probation or to return to good standing at the end of the student's next semester.
- I have reviewed the confidential documentation provided and destroyed it or returned it to the student.

Note: A student who is dismissed for violating the course repeat rule (attempted a course for the third time and did not pass the course) may not appeal to request a fourth or subsequent course attempt. However, the student can take the course at another DVU-recognized institution and transfer it to DVU OR receive approval for an *appropriate* course substitution from a national dean. If either of these situations is applicable to the student, please check which of the following occurred:

- The student has reapplied or is resuming and has submitted a transcript verifying successful completion of the course to accompany this academic dismissal appeal.
- The student received approval for an *appropriate* course substitution from the national dean to accompany this academic dismissal appeal.

If neither of these occurred, the appeal must be denied.

APPROVED: Student is placed on financial aid probation (academic probation) and must meet *all* conditions stated in the requirements of the appropriate **Predetermined Academic Plan**. Checking this box indicates that the requirements have been discussed with the student.

DENIED: Student is dismissed. Students may submit a new appeal one year after the denial is rendered. Students who were dismissed for three unsuccessful attempts are not required to wait one year and can resume, once they have submitted a transcript verifying successful completion of the course. Students who are provided conditions as indicated below may appeal after these conditions have been satisfied. All students submitting an appeal must present evidence of successfully resolving the conditions that caused the academic dismissal. **Conditions:** Student must earn a C (undergraduate) / B (graduate) or better in each of ____ courses at another DVU-recognized college/graduate school before returning to DVU. The course(s) must be approved in advance by the appropriate academic administrator. When submitting a new appeal, a transcript from the other institution must be presented with the appeal form.

This appeal is denied because the student has reached the maximum number of unsuccessful attempts (3) for the following course:
Course designator: _____ Course title: _____

Provide the rationale for approving or denying the appeal and any other comments in the space below. If more space is needed, attach an additional signed sheet.

Name: _____ Title: _____
Signature: _____ Date: _____

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SECTION I: FOURTH APPEAL (National college dean or designee)

The decision of the fourth appeal must be documented below. Provide the rationale for approving or denying the decision and any other comments as appropriate.

- I have run and reviewed the student's degree audit to determine if the student is able to meet the requirements specific to remaining on financial aid probation or to return to good standing at the end of the student's next semester.
- I have reviewed the confidential documentation provided and destroyed it or returned it to the student.

Note: A student who is dismissed for violating the course repeat rule (attempted a course for the third time and did not pass the course) may not appeal to request a fourth or subsequent course attempt. However, the student can take the course at another DVU-recognized institution and transfer it to DVU OR receive approval for an *appropriate* course substitution from a national dean. If either of these situations is applicable to the student, please check which of the following occurred:

- The student has reapplied or is resuming and has submitted a transcript verifying successful completion of the course to accompany this academic dismissal appeal.
- The student received approval for an *appropriate* course substitution from the national dean to accompany this academic dismissal appeal.

If neither of these occurred, the appeal must be denied.

APPROVED: Checking this box indicates that the National College Dean or Designee has discussed this approval of a 4th appeal with the student and has reminded the student should he/she not return to good standing after submitting a fourth appeal, the student will be dismissed and is precluded from registering for future sessions. The student may reapply for admission and submit a new Academic Dismissal Appeal form one year after being dismissed. Students who have been dismissed for violating the course repeat rule may be able to resume or reapply after certain requirements are met.

DENIED

This appeal is denied because the student has reached the maximum number of unsuccessful attempts (3) of the following course:

Course designator: _____ Course title: _____

Provide the rationale for approving or denying the appeal and any other comments in the space below. If more space is needed, attach an additional signed sheet.

Name: _____ Title: _____

Signature: _____ Date: _____

Mitigating Circumstances and Suggested Documentation:

Academic Dismissal Appeals submitted for review must include supporting documentation with the appeal form as noted in Section B to substantiate the circumstances leading to your dismissal and to provide evidence that you have resolved the circumstances or how they are being managed. Appeals without supporting documentation **will be denied**. Repeat appeals will be denied **unless** you have new mitigating circumstances and have provided supporting documentation. All personal identifiers, such as a social security number or account number, should be redacted on the documents. Confidential documents, such as medical records or other sensitive information, will be excluded from a student's permanent academic record and shredded or returned to the student to protect the student's confidentiality. Examples of suggested documentation include, but are not limited to, the following:

MITIGATING CIRCUMSTANCE	SUGGESTED DOCUMENTATION
Personal illness or accident	<ul style="list-style-type: none"> • Copy of medical documentation • Statement from physician on letterhead including dates of service • Copy of police report • Copy of insurance statements
Illness or accident of immediate family or family member	<ul style="list-style-type: none"> • Detailed explanation of family member's medical circumstances, including the name and relationship of the family member to you • Copy of police report • Copy of insurance statements
Loss of employment of self, immediate family or family member	<ul style="list-style-type: none"> • Statement from former employer on company letterhead for yourself, or immediate family or family member indicating date of termination
Required out-of-town travel or overtime work	<ul style="list-style-type: none"> • Statement from employer on company letterhead indicating that a work conflict such as out-of-town travel or overtime work negatively affected your academic success
Loss of housing of immediate family or family member	<ul style="list-style-type: none"> • Statement from landlord or bank/mortgage company indicating change to housing situation
Marriage or divorce of self, immediate family or family member	<ul style="list-style-type: none"> • Copy of divorce papers
Natural disaster	<ul style="list-style-type: none"> • Copy of insurance statements • Personal statement including the date(s) the natural disaster occurred and the address at which the disaster occurred
Military duty	<ul style="list-style-type: none"> • Copy of military orders showing dates of deployment, training or service
Required to relocate	<ul style="list-style-type: none"> • Statement from employer on company letterhead indicating date of relocation
Birth of immediate family or family member	<ul style="list-style-type: none"> • Copy of birth announcement • Copy of birth certificate or adoption papers
Loss of childcare of immediate family or family member	<ul style="list-style-type: none"> • Letter from childcare provider indicating date of loss of childcare
Death of immediate family or family member	<ul style="list-style-type: none"> • Copy of obituary • Copy of memorial service document • Copy of death certificate
Incarceration	<ul style="list-style-type: none"> • Copy of court documents
Other	Documentation must clearly and explicitly describe the unexpected and involuntary change to your circumstances along with an explanation of how it prevented you from meeting the standards of academic progress. This documentation must also indicate how you have resolved these circumstances so that they will not continue to affect your academic progress in the future.