

EDINBORO UNIVERSITY OF PENNSYLVANIA – ACADEMIC PROCEDURE

APPEAL OF ACADEMIC SUSPENSION

OBJECTIVE

The objective of this procedure is to specify the conditions under which students who have been placed on academic suspension may file an appeal and the procedure for processing appeals.

PROCESS

1. A student placed on academic suspension may appeal the suspension immediately due to an error in records or an extraordinary extenuating circumstance (e.g., health emergency, death in family). The appeal must be filed in writing and received at the office of Records and Registration by the date specified in the student's letter of suspension. The Residence Life Office is notified of appeals made by students who live in University residence halls so that their rooms will not be reassigned prior to the conclusion of the appeal process. Other students who have been suspended may appeal their suspension during their first regular semester of suspension.
2. The Registrar's staff will review each appeal and check for holds that may prevent reinstatement (i.e., financial or judicial). If holds exist, the student will be informed and required to clear these holds before his/her appeal is considered. Appeals from suspension will be reviewed 4 times per year: January 1, March 15, June 1, and October 15th. Should a student miss a deadline, the appeal will be held until the next scheduled suspension review date.
3. The Registrar will forward the list of appellants to the Vice President of Student Affairs for review and recommendations. The Vice President of Student Affairs will respond to the Registrar's request within one week.
4. The Registrar will then forward the list of appellants, including input from Student Affairs, to the Academic Success Center for review and recommendation. The Academic Success Center will respond to the Registrar's request within one week.
5. The Registrar will then forward a recommendation to the appropriate Dean, including the reviews and recommendations by Student Affairs and the Academic Success Center. The Dean will decide for or against reinstatement of the student, including any conditions associated with the reinstatement. The Dean will notify the Registrar of the decision within one week.
6. The Registrar will receive the Dean's decision and update the student's record, prepare a class schedule (to include any mandatory repeating of courses) per the Dean, and communicate with the student. The advisor and chairperson will be informed of the conditions for reinstatement or the denial thereof.

Approved by: Dr. Julie E. Wollman, President

Effective Date: July 20, 2015

Review Date: As Required

Procedure Number 22

Supersedes Procedure 22, Dated May 20, 2001