

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 appropriate **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)** attach required supporting documents, **(4)** sign the appropriate **Predetermined Academic Plan** (page 2 or 3), 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.

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 educational 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 _____ (enter circumstance)

Supporting documentation (e.g., letters from employers, doctor's notes, receipts, court summons, military orders, etc.) must be attached to the appeal form to substantiate that one or more of the mitigating circumstances above led to your dismissal. Please list the documents attached in the space provided below.

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. Attach supporting documentation to this form as noted in Section B to substantiate the circumstances leading to your dismissal. If more space is needed, attach 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 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, attach 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:** _____

For Office Use Only	The appropriate academic administrator must select the Predetermined Academic Plan for the student and initial and date this section.
	<input type="checkbox"/> Predetermined Academic Plan (Page 2) <input type="checkbox"/> Predetermined Academic Plan (Requirements for Students Who Last Attended in March and/or May 2011 Sessions or Prior (Page 3))
	(initials/date)

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 non-GPA courses attempted during the semester.
- 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:** _____

Academic Dismissal Appeal

PREDETERMINED ACADEMIC PLAN

Requirements for Students Who Last Attended in March and/or May 2011 Sessions or Prior

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 these requirements as applicable.

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 STANDING	REQUIREMENTS
Dismissed Prior March/May 2011 or at the end of the March/May 2011 semester	<ul style="list-style-type: none"> • Students must submit an appeal. • Students with approved appeals may continue on financial aid probation (academic probation). • At the end of the probationary semester (in which the student returned based on an approved appeal) these students either: <ol style="list-style-type: none"> 1. Meet the Academic Requirements To Return To Good Standing If On Financial Aid Probation (Academic Probation), or 2. Meet the Conditions For Remaining On Financial Aid Probation (Academic Probation), For One Additional Semester or 3. Are dismissed (must appeal to a higher academic administrator)

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 non-GPA courses attempted during the semester.
- 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:** _____

Academic Dismissal Appeal

The appropriate academic administrator must complete **Sections F through H**, and sign the form in **Section H**. If the decision is denied and student appeals, the next level of the appropriate academic administrator decision is required, **Section I** must be completed and signed by the appropriate academic administrator. A copy of the student's degree audit report must be attached to this form.

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.

- Attempted the same skills course twice during the semester and did NOT pass it.
- Exceeded maximum coursework allowed.
- Exceeded maximum coursework allowed while on Financial Aid Warning (Academic Warning).
- Exceeded maximum coursework allowed while on Financial Aid Probation (Academic Probation) and did NOT meet the semester pace of progress.
- While on Financial Aid Warning (Academic Warning), did NOT meet minimum GPA requirement.
- While on Financial Aid Warning (Academic Warning), did NOT meet pace of progress toward graduation.
- While on Financial Aid Warning (Academic Warning)/Financial Aid Probation (Academic Probation), withdrew from all courses during the semester.
- While on Financial Aid Warning (Academic Warning)/Financial Aid Probation (Academic Probation), did NOT pass all non-GPA courses attempted.
- While on Financial Aid Probation (Academic Probation), did NOT meet minimum CGPA or SGPA requirement.
- While on Financial Aid Probation (Academic Probation), did NOT maintain required pace of progress or the minimum semester pace of progress.
- Dismissed for any reason and wishes to transfer to another program.
- 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.

- PRIOR ACADEMIC STANDING: Student last attended in March or May 2011 sessions or prior.
 - GOOD ACADEMIC STANDING: Student started the semester in good standing.
 - FINANCIAL AID WARNING (ACADEMIC WARNING): Student started the semester on financial aid warning (academic warning).
 - 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.
 - 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 (see Section I).
 - DISMISSED: Student was dismissed for any reason.
- Has the student been dismissed before at this level? Yes No If yes, enter number of previous cumulative dismissals: _____.

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

Indicate the decision below. Provide a rationale for the decision, sign and date in the space provided.

- 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 and 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 Program Dean. A transcript from the other institution must be presented with a new appeal form in order to return and be readmitted to DVU.

Degree Audit Report Check box below to indicate completion of this critical step.

- I have run, reviewed, and attached the student's degree audit report to this form.

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:** _____

SECTION I: APPEAL OF DENIED DECISION (Higher level academic administrator review is required.)

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

- | | |
|---|-----------|
| <input type="checkbox"/> APPROVED: | Comments: |
| <input type="checkbox"/> DENIED: | |

Degree Audit Report Check box below to indicate completion.

- I have reviewed the student's degree audit report attached to this form.

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