

APPEAL PROCESS

ACADEMIC DISMISSAL FROM A GRADUATE PROGRAM AND UNIVERSITY GRADUATE STUDY

(Approved by Graduate Council—5/31/2005)

SYNOPSIS

Probation and retention standards for university graduate study can be found in the UW-La Crosse Graduate Catalog at the UW-La Crosse website. Probation, retention, and other academic standards for individual graduate programs may be more stringent than those for university graduate study. If a student is dismissed from graduate study for academic reasons, the student has options to appeal for readmission to both his/her graduate program and to university graduate study.

- If the student wishes to be readmitted to his/her graduate program, he/she must first appeal to the graduate program for readmission to that graduate program.
- If the graduate program supports the student's appeal for readmission into his/her program, the student must then appeal to the Graduate Council for readmission to university graduate study.
- If a graduate program does not support a student's appeal for readmission to his/her graduate program, the student may appeal to the Graduate Council for readmission to university graduate study as a special non-degree graduate student.

PROBATION AND RETENTION STANDARDS OF GRADUATE PROGRAMS

- Academic standards, reasons for academic dismissal from the program, and the appeal process for students must be developed for each graduate program. These standards for individual programs are commonly the same as those for University Graduate Studies; however, they may be more stringent than those for University Graduate Studies.
- Academic standards include minimum GPA required, number of C grades allowed, amount of time allowed on probation, etc.
- If a student fails to maintain the academic standards of his/her graduate program, the student is notified in writing by the Office of the Dean in which the student is enrolled (usually by the Assistant to the Dean) that he/she has been dismissed from graduate study. Additionally, the student is notified about his/her options by the director of the graduate program in which the student is enrolled.
- The process for appealing academic dismissal from a graduate program and university graduate study must be well publicized (e.g., student handbooks, web-pages, and catalogs).

APPEAL PROCESS—GENERAL INFORMATION:

- Timelines (expressed in calendar days):
 - **Within 30 days of notification of academic dismissal**, the student must state in writing his/her intent to appeal for readmission to both the graduate program and university graduate study. This notification of intent to appeal must be submitted to the director of the graduate program in which the student was enrolled (copied to the director of University Graduate Studies).
 - **Within 45 days of notification of academic dismissal**, the student must submit his/her appeal materials to the director of his/her graduate program (STEP 1 of the Appeal Process).
 - **Upon receiving a student's appeal materials**, the graduate program from which the student was dismissed will schedule a meeting of its appeal body (e.g., a standing committee or an ad hoc committee).
 - **Within 14 days after receiving written notification of the graduate program decision**, the student must submit a request in writing to the director of University Graduate Studies that the Graduate Council hear his/her appeal (see STEPS 2A and 2B of the Appeal Process). The student's appeal materials must accompany the request for the appeal meeting. The Graduate Council will then schedule a meeting to hear the appeal.

- It is the responsibility of the student to demonstrate a compelling case at each step of the appeal process. On appeal, the decision of a graduate program is presumed to be correct unless the student presents sufficient facts to overcome this presumption.
- If a student wishes to appeal, he/she may select a faculty/staff member (who may be from his/her graduate program or from the Office of Student Life) as a facilitator to inform him/her about the process.
- Graduate program and Graduate Council appeal meetings will be held in closed session according to Wisconsin statute.

APPEAL PROCESS STEP 1

- The student submits an appeal for readmission to his/her graduate program to the graduate program director.
- Appeal materials may include but are not limited to the following information:
 - An explanation of extenuating circumstances that impacted the student’s performance.
 - Evidence that these circumstances have been mitigated.
 - A plan to demonstrate how the student has/will gain competence for material that had not been mastered.
 - A plan for success if permitted to continue his/her graduate program.
- The student will present his/her appeal (in writing and in person) to the graduate program.
- The graduate program will notify the student of its decision in writing within 7 days of the meeting (copies to graduate program director, Assistant to the Dean, Registrar, Office of Graduate Studies).

NOTE: If the graduate program supports the student’s appeal for readmission to his/her graduate program, go to STEP 2A. If the graduate program does not support the student’s appeal for readmission to his/her graduate program, go to STEP 2B.

STEP 2A

- The student submits an appeal for readmission to university graduate study to the Graduate Council via the director of University Graduate Studies.
- The appeal contains the information presented to the graduate program appeal committee.
- The graduate program prepares a letter that states the reasons for supporting the student’s appeal (This letter is to be included in the student’s appeal materials).
- The appeal is presented by the student (in writing and in person) to the Graduate Council.
- The student may invite an individual to accompany him/her to the appeal meeting (this individual may be a faculty member, a parent, a spouse, legal representation, etc.); however, it is important to note that this individual does not have the right to speak on behalf of the student at the appeal meeting.
- The graduate program director or designee will appear at the appeal hearing to answer questions from the Graduate Council.
- The chair of the Graduate Council will notify the student of its decision in writing within 7 days (copies to graduate program director, Assistant to the Dean, Registrar, Office of Graduate Studies).

<i>Graduate Council Decision</i>	<i>Outcome for Student</i>
Supports student’s appeal	Student is readmitted to his/her graduate program and to university graduate study END of PROCESS
Denies student’s appeal	Student leaves UW-L END of PROCESS

STEP 2B

**STEP 2B.1. The student accepts the graduate program decision and leaves UW-L.
END of PROCESS**

STEP 2B.2. The student accepts program decision, but appeals to the Graduate Council for readmission to university graduate study as a special non-degree graduate student.

- The student submits an appeal to the Graduate Council for readmission to university graduate study as a special non-degree graduate student.
- The appeal contains the information presented to the graduate program appeal committee.
- The student presents the appeal (in writing and in person) to the Graduate Council.
- The student may invite an individual to accompany him/her to the appeal meeting (this individual may be a faculty member, a parent, a spouse, legal representation, etc.); however, it is important to note that this individual does not have the right to speak on behalf of the student at the appeal meeting.
- The chair of the Graduate Council will notify the student of its decision within 7 days (copies to graduate program director, Assistant to the Dean, Registrar, Office of Graduate Studies).

NOTE: Because the student accepts the graduate program decision to deny readmission to his/her graduate program, the Graduate Council does not consider readmission into the student's graduate program.

<i>Graduate Council Decision</i>	<i>Outcome for Student</i>
Supports student's appeal	Student is readmitted to university graduate study as a special non-degree graduate student END of PROCESS
Denies student's appeal	Student leaves UW-L END of PROCESS

**STEP 2B.3 The student does not accept graduate program decision to deny readmission into the student's graduate program and appeals this decision to the Graduate Council.
Grounds for appeal are limited by the following *Standard of Review*.**

STANDARD OF REVIEW. The question to be considered in the review is whether one or more of the following factors improperly entered into the program decision to deny readmission of the student into the program:

- (1) there was arbitrariness, capriciousness, a constitutional or statutory violation (complaints of discrimination are referred to the Office of AAEO), a material failure to follow procedures, or a substantial departure from accepted academic norms when the program decision was made, or
 - (2) there is new/additional information that could bear on the program decision.
- The student prepares and submits an appeal to the Graduate Council for a rehearing of his/her appeal by the graduate program.
 - The student presents the appeal (in writing and in person) to the Graduate Council.
 - The student may invite an individual to accompany him/her to the appeal meeting (this individual may be a faculty member, a parent, a spouse, legal representation, etc.); however, it is important to note that this individual does not have the right to speak on behalf of the student at the appeal meeting.
 - The graduate program director or designee will appear at the appeal hearing to answer questions from the Graduate Council.
 - The chair of the Graduate Council will notify the student of its decision in writing within 7 days (copies to graduate program director, Assistant to the Dean, Registrar, Office of Graduate Studies).

<i>Graduate Council Decision</i>	<i>Outcome for Student</i>
<p>Supports student's appeal for a rehearing by the graduate program, and returns the appeal to the graduate program appeal committee to be reheard. The Council includes any concerns/issues for the graduate program to consider.</p>	<ul style="list-style-type: none"> • The graduate program will notify the student of its decision in writing within 7 days (copies to Assistant to the Dean, Office of Graduate Studies, Registrar). • If, as a result of the hearing, the graduate program supports the student's appeal for readmission to the program, the student appeals to the Graduate Council for readmission to university graduate study (STEP 2A). • If the graduate program reaffirms its earlier decision to deny the student's appeal to be readmitted to his/her graduate program, the student may accept the decision and leave UW-L (STEP 2B.1) or appeal to Graduate Council for readmission to university graduate study as a special non-degree graduate student. (STEP 2B.2).
<p>Denies student's appeal for a rehearing by the graduate program, but considers whether to allow student to be readmitted as a special non-degree graduate student.</p>	<ul style="list-style-type: none"> • If the Graduate Council denies both readmission to the graduate program and to university graduate studies, the student leaves UW-L. END of PROCESS • If the Graduate Council approves readmission to university graduate study, the student can choose either to be readmitted as a special non-degree graduate student or to leave UW-L. END of PROCESS