

## ACADEMIC DISCIPLINE—SUMMER 2008

**\*\*For undeclared and BDIC students only. If you have a major other than BDIC, please contact your Academic Dean's Office for specific instructions on appeals\*\***

Final grades should be available on SPIRE by June 5, 2008—you will not receive your grades by mail. If you think that your grades may be inaccurate, you should contact your instructors immediately.

If you were unable to achieve sufficient grades to bring your cumulative grade point average (CGPA) up to 2.000 you *will* be suspended or dismissed from the University.

Although immediate reinstatement for the fall 2008 semester is rare, you may appeal your suspension or dismissal by following the instructions below. To clarify, if your CGPA is now below 2.000, you must appeal your suspension or dismissal in order to be eligible for reinstatement.

### WHEN AND WHERE TO SUBMIT AN APPEAL:

If you decide to appeal a suspension or dismissal action, we suggest you do so **as soon as possible**—failure to appeal by July 7, 2008 will result in an automatic withdrawal from any fall 2008 courses for which you registered.

To appeal a suspension or dismissal action, fax a letter of petition to us at (413) 577-0620 or send your petition by courier or USPS addressed to:

Committee on Admissions and Records (CAR)  
c/o Dean Gregg Strehorn  
Undergraduate Advising & BDIC  
University of Massachusetts  
607 Goodell Building— 140 Hicks Way  
Amherst, MA 01003-9272

Please note: Due to the large number of disciplinary cases, Dr. Strehorn *will not* be available for appointments during the initial appeal period.

### WHAT TO INCLUDE IN AN APPEAL:

All appeals should discuss or provide the following -

- A brief statement about the problems you encountered and how they affected your academic performance;
- Documentation or verification of your extenuating circumstances (see \*\*\* below) and any letter(s) of support;
- An explanation of how these problems have been resolved;

- A plan of specific steps you will take to improve your academic situation if you are allowed to return for the fall 2008 semester. This should include the courses you are enrolled in for the fall and a brief description of the rationale for each;
- If you have been on a Dean's Contract, the steps you have taken to fulfill the obligations of your Contract; and,
- All correspondence should include your summer address, *email address*, and daytime telephone number.

**\*\*\*DOCUMENTATION:**

If possible, please send your documentation with your petition to the Dean's Office at Undergraduate Advising; if not, please indicate how it will be sent. Examples of appropriate documentation include -

(1) Personal illness - Information on the severity of the illness and dates of treatment from your personal physician. If you were treated at University Health Services (UHS), you can contact them at 413/577-5114 to discuss arrangements to document your illness for your appeal. If you were treated elsewhere, your health care provider should send a letter to the dean on official stationery.

(2) Personal and/or family problems - Description of the problem from a counselor, Dean of Students, clergy member, family member(s), etc. If you were treated at Mental Health Services, you should sign and return to MHS a Release of Information form, which can be obtained online at <http://www.umass.edu/uhs/accesstocare/forms/>. The MHS fax number is 413/545-9602. The Dean will call the MHS Director to confirm whether or not there is support for your request for special consideration. No information about your condition will be released. If you were treated elsewhere, your provider should send a letter to the dean on official stationery.

**WHAT IS THE PROCESS ONCE AN APPEAL IS RECEIVED?**

Once we receive an appeal, it is reviewed by the Undergraduate Advising Academic Review Committee (chaired by Dean Strehorn). We review your academic record, all your grades, how many semesters you have attended the university, whether you have improved each semester, whether you have done well in the classes that predict your success in your intended major, whether you took advantage of the numerous resources and support agencies on campus, and the nature of your extenuating circumstances.

It is *highly unlikely* that we would permit you to continue in light of a consistent pattern of poor performance. If we don't see clear indications that you are likely to have a successful semester if allowed to return, the Academic Review Committee will deny your appeal but forward it to the University's Committee on Admissions and Records (CAR) for a final review. You will receive an email notifying you of the Academic Review Committee's decision and when your appeal will be heard by the CAR. Please know all CAR decisions are final.

**SHOULD I ENROLL IN COURSES ELSEWHERE IF I ANTICIPATE BEING SUSPENDED OR DISMISSED? IF SO, WHICH COURSES?**

*Do not wait until you hear from the CAR* to make arrangements to take courses at another institution, such as a Community College closer to home. If you wait and your appeal is denied,

you may have missed the deadline to register elsewhere. Academic advisors will be available during the summer, on a limited basis, to assist you with questions about taking courses elsewhere. In order to take advantage of the University's Repeat Policy, it is important NOT to repeat courses with poor grades (C- or below) at a different institution.

### **WHAT IS THE CAR?**

The Committee on Admissions & Records (CAR) is a faculty senate committee that recommends policies concerning admissions and re-admissions of undergraduate students. The CAR also rules on all appeals of undergraduate academic dean's decisions including matters of academic discipline. *Appeals to the CAR are accepted in writing only.*

The CAR will contact you with their decision via University e-mail and your permanent address as listed on SPIRE. The Academic Review Committee is unable to rule on your case once the CAR has rendered a decision.

### **NO LATE PETITIONS CAN BE ACCEPTED**

Although it is not required, you may submit a letter of support from an academic support program staff person, consumer or case manager, or faculty member, *especially if this person can comment knowledgeably about your academic situation.* However, since time is of the essence, you should not delay sending your appeal while you wait for a support letter. You can submit your appeal and ask the person writing the support letter to send it directly to us at the address or fax number listed on the first page.

### **WHAT ABOUT COURSES TAKEN DURING SUMMER SESSION – UMASS DIVISION OF CONTINUING EDUCATION?**

If you plan to take a course during Summer Session, and want to have the credit and grade considered as supporting evidence in your appeal, you must have first met with an advisor in Undergraduate Advising, Goodell 615 or 607, in order to identify an appropriate course *before the session began.* In addition, such a course will not be considered as supporting evidence in an appeal of a suspension or dismissal unless a passing grade in the course would allow a student to reach a cumulative grade point average of 2.000 or higher (Good Standing) and the coursework is identified as an appropriate choice toward achieving academic progress (e.g. coursework that satisfies a general education or major requirement).

Please know that the Committee on Admissions and Records has final discretion in determining whether Summer Session courses will be considered in an appeal. Undeclared and BDIC students are limited to seven credits during each Summer Session.

***Once again, we hope that your semester was successful and that you will not need to appeal an Academic Suspension or Dismissal. Academic advisors will be available during the summer, on a limited basis, to assist you with questions about the academic discipline process. If you have any questions please feel free to call us at (413) 545-5103.***