



KENTUCKY STATE UNIVERSITY

POLICIES AND PROCEDURES

1.2.2 APPEALS TO ACADEMIC STANDING

1. Appeal Procedures and Deadlines

All appeals of academic standing will be heard by the Academic Appeals Committee. The Academic Appeals Committee will be composed only of faculty members and appropriate administrators.

A student may appeal to the Academic Appeals Committee only once following each notification of academic standing. For appeals, students must complete the procedures outlined on the appropriate Academic Appeals Form which is available in the Office of the Registrar. Appropriate documentation (i.e., medical bills, medical records, or funeral bulletins) should be provided. In addition to this written appeal, a student may request to address the Academic Appeals Committee during one of its regularly scheduled meetings if so desired (contact the Appeals Committee Chair). Requests for personal appearances must be submitted with the written appeal by the deadline (see Section D and the Appeals Form). Interviews with the Appeals Committee will not be granted after an appeal has been denied or if an appeal is late.

Deadlines for Appeal of Academic Standing - Appeals of suspension or dismissal from the University **MUST** be completed and submitted to the Academic Appeals Committee at the latest on the Monday prior to the first day of classes as published in the University Catalog for the term (summer session/semester) for which the student is suspended or dismissed.

Appeals of dismissal will not be allowed without exceptional cause which must be supported with valid documentation. Appeals of late withdrawal from courses or from the University **MUST** be completed and submitted to the Academic Appeals Committee no later than the Monday before the next regular academic semester begins.

Appeals of a course grade **MUST** meet the deadline described in *Appealing a Course Grade*.

Exceptions to the above deadlines may be granted if the student shows evidence that he/she was unable to submit an appeal before the deadline due to documented exceptional circumstances.

Frequency of Meetings for Appeals - The Academic Appeals Committee shall meet the Wednesday before classes begin and two (2) weeks after the last date to withdraw, as stated in the University's Academic Calendar, to consider appeals of academic suspension, withdrawal, or dismissal.

The Academic Appeals Committee shall meet on other occasions only at the discretion of the Appeals Committee, for example: if the appeal load is heavy, if new evidence is brought forth which affects an appeal already acted upon, and/or if there is any other special circumstance in which the welfare of a student is at stake.

Appealing a Course Grade - To appeal a course grade, a student must follow the process described below:

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