

Academic Suspension or Academic Dismissal Appeals Procedures

Committee C of the University Faculty must have the following information before it will consider your appeal.

If you have documented evidence that your suspension was the result of a recent extenuating circumstance (family or personal medical/psychological emergency), you must complete the academic appeal form and provide documented evidence (medical records, psychological reports, etc.) along with a complete explanation of how this extenuating circumstance led to your academic failure. (When you write your explanation to Committee C, include the following information: the nature of your extenuating circumstance; how you will succeed academically this semester; what you will do differently to be sure your GPA improves.) If the committee does not accept your appeal, you may not appeal again and must wait until your mandatory suspension has elapsed.

Appeals that are not submitted by the established deadlines will not be presented to the committee for review. In addition, all debts must be paid in full to the University before the readmission hearing date. The committee reserves the right to investigate and verify all circumstances that led to your academic dismissal.

While it is not required, you may appear in person to be heard by Committee C when it reviews your appeal. However, all supporting materials must be presented in writing before the appeal hearing deadline. No phone calls or appointments will be substituted for documentation.

Committee C reviews appeals four times a year, at the beginning and the end of the fall and spring semesters. The Registrar's Office coordinates all appeal information for Committee C. Send all documents directly to the Registrar's Office as quickly as possible. Once complete, your file will be given to Committee C for review. Incomplete files will not be considered. After the hearing, the Registrar's Office will mail all decision letters to the address listed on the Readmission Application. Students who appear before the committee will be informed of the decision that same day.

Academic Suspension/Dismissal - Appeal Deadline

Fall Semester April 30
Spring Semester..... October 30

Academic Dismissal or Academic Suspension Appeal Form

ATTENTION: This form is only for those students who were Academically Dismissed or Academically Suspended from Gallaudet University. Please contact the Registrar's Office if you have any questions about your status. Appeals will not be processed if the \$50 application fee, two letters of recommendation, and application for readmission have not been received and if debts to the University have not been paid.

Name: _____ Date: _____

Address: _____

city

state/province

zip/postal code/country code

country

Phone: _____ tty voice vp Fax: _____

Personal E-mail: _____

My academic dismissal/suspension was a result of:

- Psychological emergency
- Medical emergency
- Death/serious illness in my immediate family
- Other _____

Please provide a thorough explanation on this appeal form and include all necessary documented evidence.
