Directions for Completing Appeal of Dismissal for Academic Deficiency

Students who feel a dismissal decision is not warranted or who experienced mitigating circumstances that impacted their ability to reach good standing, may appeal their dismissal decision. For dismissals that occurred as a result of the Spring 2018 end-of-term review, the last day to submit a Dismissal Appeal will be Friday, May 25, 2018 at 11:59 PM. Please plan accordingly. We recommend you submit your appeal as soon as possible and not wait until the due date. NO late or incomplete appeals will be accepted.

The committee will **heavily weigh** the following factors when determining whether a dismissal will be reversed:

1. **Increase in cumulative GPA since being placed on Academic Probation.** Students must have demonstrated some level of progress toward return to Good Standing.

2. **Achievable GPA based on past academic history and credit hours remaining.** If this is a student’s second full-term on academic probation it must be mathematically possible and probable to bring the cumulative GPA up to the minimum scholastic attainment standards by the end of the next major semester while taking no more than 12 credit hours. For information about minimum scholastic attainment standards, please see the Undergraduate Catalog.

3. **Successful completion of components of Probation Contract.** These could include but are not limited to:
   a. Completion of EDLS 100 (if required) with a passing grade
   b. Attendance at required meetings, submission of appropriate paperwork, etc.

4. **Clearly articulated reflection of previous challenges and ownership of sound strategies necessary for academic success.**

Please note, previously approved appeals will be taken into consideration. Students are rarely approved on appeal more than once without significant mitigating circumstances.

Any questions about the appeal process should be directed to the Center for Academic Performance and Persistence. Each appeal packet will be thoroughly reviewed and adjudicated by an Appeal Review Committee made up of College of Charleston faculty, staff, and administrators. Committee members are encouraged to recuse themselves at any time if they feel they cannot provide an unbiased review of a student’s appeal. After review, the Center for Academic Performance and Persistence will notify the student regarding the outcome of the appeal.

Please be aware that College of Charleston employees, other than designated confidential resources, are expected to report information they receive about prohibited discrimination, including sexual harassment and sexual violence (i.e. sexual assault, domestic and dating violence, and gender or sex-based bullying and stalking). If students choose to share information about a situation involving sexual harassment or violence, or other form of discrimination or harassment, that information will be shared with the College’s Title IX Coordinator. The College is committed to providing help and support to any student who has experienced any form of discrimination or harassment. Students may speak to someone confidentially by contacting the Office of Victim
Services at 843-953-2273, Counseling and Substance Abuse Services at 843-953-5640, or Student Health Services at 843-953-5520.

Inquiries regarding the College of Charleston’s non-discrimination policies or complaints of discrimination or harassment may be directed to the Director of the Office of Equal Opportunity Programs and Title IX Coordinator at: 66 George Street, Charleston, SC 29424, 843-953-5754, eop@cofc.edu. Please visit the Office of Equal Opportunity Programs website (http://eop.cofc.edu) for more information.

If approved, a Dismissal Reversal Learning Contract will be issued, and the student will be required to sign the contract. A hold will be placed on the student’s account until the signed contract is received. **All components of the contract must be met by the end of the next major semester, or the student will be subject to dismissal for academic deficiency.**

As part of the dismissal appeal contract, the student may be obligated to meet other conditions as determined by the Appeal Committee and/or the Director of The Center for Academic Performance and Persistence. Such conditions might include, but are not limited to:

- Regular meetings with a professional staff member to discuss academic progress and resources
- Meeting(s) with the career counselor to discuss a possible change of major
- Weekly meetings with a Peer Academic Coach
- Registration and successful completion of EDLS 100
- Registration in a course section that offers Supplemental Instruction (SI) and attendance at SI sessions
- Regular meetings with a tutor for any courses not covered by SI or walk-in labs

**PLEASE COMPLETE AND SUBMIT THIS ENTIRE PACKET TO THE CENTER FOR ACADEMIC PERFORMANCE AND PERSISTENCE (capp@cofc.edu) IN ELECTRONIC FORMAT NO LATER THAN Friday, May 25, 2018 at 11:59 PM.**

**Packet Should Include:**

- Appeal Form
- Copy of Term by Term History or Unofficial Transcript
- Letters of Support (optional)
- Documentation (optional but encouraged if mitigating circumstances are cited)
Completing and Submission of an Appeal Packet indicates understanding and agreement with the statement above.

A. Current Academic Standing Table and Target GPA

Complete the following table using information found in Degree Works regarding your academic record. It may be helpful to select the Term-by-Term History

<table>
<thead>
<tr>
<th>Current Academic Profile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td></td>
</tr>
<tr>
<td>Overall Earned Hours</td>
<td></td>
</tr>
<tr>
<td>Transfer Hours Earned</td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA Hours (CofC grades only)</td>
<td></td>
</tr>
<tr>
<td>Major (if declared) and Major GPA</td>
<td></td>
</tr>
</tbody>
</table>

**Contract Requirements:** (only complete applicable fields)
- Probation Contract Target GPA (if on a probation contract)
- Probation Contract SAP GPA (if on a probation contract)
- STEP GPA (if on a STEP contract)
- EDLS 100 (semester taken & grade earned)

B. Term By Term GPA: **Attach** a copy of your Term By Term History or Unofficial Transcript to this appeal packet.

Access your Term By Term grades and class history in DegreeWorks. A tutorial is located here: [http://batteryproject.cofc.edu/training/advising/degreeeworks-student-procedures-v3.pdf](http://batteryproject.cofc.edu/training/advising/degreeeworks-student-procedures-v3.pdf)

Alternatively, you can submit an unofficial transcript with your appeal. Instructions are located here: [http://registrar.cofc.edu/transcripts/unofficial-transcripts.php](http://registrar.cofc.edu/transcripts/unofficial-transcripts.php)

C. Target Grades required to Meet Minimum Scholastic Attainment Standard:
It is important to understand exactly what combination of grades you will need in order to meet the Minimum Scholastic Attainment Standard, so the following directions (a-i) will take you through steps to determine this information.

<table>
<thead>
<tr>
<th><strong>Row A</strong></th>
<th>In the box to the right, please list the number of hours you intend to take in the next semester if your appeal is approved (may not exceed 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Row B</strong></td>
<td><strong>CUMULATIVE</strong> GPA needed to Meet Minimum Scholastic Attainment Standards by the end of next semester. 0-19 earned hours by end of the Spring Semester: 1.500 GPA 20-59 earned hours by end of the Spring Semester: 1.800 GPA 60+ earned hours by the end of the Spring Semester: 2.000 GPA <em>(Earned hours include all hours you have earned in classes taken at CofC along with any hours you have transferred in. This information can be found in Degree Works under your term-by-term degree audit.)</em></td>
</tr>
</tbody>
</table>

**Academic Plan: Complete the table below by following the steps listed.**

a) List each course number, course name and credit hours for classes that you *intend to take should your appeal be approved.* (See example. Course # is NOT the CRN #.) Note: It is recommended that you discuss your intended course selections with your academic advisor. Listing courses here does not guarantee those course will be available should your appeal be approved,
b) Indicate the estimated grade in each class.

c) Go to DegreeWorks, and select the GPA Calc Tab.
d) Once it populates, this page will list your current cumulative GPA as “Current GPA” in the adjacent box. List current cumulative GPA here: _______
e) The number of quality hours you have earned so far is listed by “Credits Earned So Far” and should include the total number of graded hours attempted at CofC, including failed
courses, but excluding withdrawals and ‘P’ graded courses. List Credits Earned So Far here:_________

f) ON DEGREEWORKS, under these numbers, there are three columns. The first column should be blank because you are not currently enrolled in classes for the spring. However, your next step is to type the Course Number in this column to match the Course Number column in your table above.

g) ON DEGREEWORKS, under credits, enter the number of credits in the Credit Hours column in your table above.

h) ON DEGREEWORKS, using the drop-down arrow in the Grade Column select the same estimated grade that you have projected in the Estimated Grade Column in your table above.

i) Next, press calculate. DEGREEWORKS will calculate your cumulative GPA if those estimated grades are earned. The projected cumulative GPA based on your estimated grades will appear on the right of the screen. Write this projected cumulative GPA in the box below. You can follow the directions more than once if you choose.

<table>
<thead>
<tr>
<th>Cumulative GPA (based on estimated semester grades)</th>
</tr>
</thead>
</table>

j) This cumulative GPA must ultimately meet the minimum academic standards, so it must be equal to or greater than the GPA you listed in Box B above. Also note: all projected grades must be realistic.

D. Personal Statement and Reflections on Academic Success

Personal Statement
In the box provided below, submit a personal statement that discusses your academic history and any challenges or pertinent mitigating circumstances that impacted your academic performance this semester. You are encouraged to reflect on the reasons for your academic difficulty and address courses that resulted in failing grades, withdrawals due to absences (WA), or incompletes. You should also address the amount of progress you made this past semester while on academic probation and why you were unable to meet the GPA required to continue. (The box below will expand as you type)

Reflection and Academic Success Strategies

What do you plan to do to be academically successful and reach your target GPA in the coming semester? Please include clear and specific strategies as well as any changes that will need to be made to your previous approaches, particularly if the grades you project in the coming semester are significantly higher than those you have previously earned. (The box below will expand as you type)
Each student who is approved on appeal will have required academic supports built into their Dismissal Reversal Learning Contract. If your appeal is approved, what specific supports due you feel will help to ensure you achieve your target GPA?

E. Letters of Support and/or Documentation (optional)

If you shared information in your personal statement related to mitigating circumstances, it is highly recommended that you submit documentation that substantiates the appeal as a part of this appeal packet.

Students may also choose to submit a letter of support from a faculty member or other person knowledgeable to the situation that can speak to the ability and readiness of the student to be academically successful in the coming semester.