Academic Appeals

The devil is in the details
At the end of each semester immediately AFTER grading has closed:

E-mails are sent to all students on the following statuses:

- Academic Warning (a snail mail letter is also sent to the permanent address)
- First Suspension
- Second Suspension
- Continued Warning
- Last Warning
- Expulsion
1. Download on-line form & fill out completely

   http://www.auburn.edu/administration/registrar/helpful_resources/enrollment/Academic_Appeal_form.pdf.

2. Include any supporting documentation to strengthen argument. Doctor’s notes, death certificate, etc.

3. Include Study Smart Certificate if attended.

4. Turn all information in to OTR. Yes, they can submit by Tigerí PDF.
Complete appeal packet to include:

1. Information provided by student.
2. Copy of students transcript.
3. Include number of GAPs used.

Additionally OTR will add to Advisor spreadsheet for review.

Schedule meeting and inform committee members.

Generate packets on each student for each committee member.
A spreadsheet will be provided to each College Advisor POC with all students that have submitted an appeal.

Should an Advisor want to make a comment in support or denial of an appeal they may annotate it on the spreadsheet and return it to OTR.
The committee is devised of 14 members including administration, counseling, faculty, and advisors from various departments.

Each packet is reviewed prior to making a decision.
Commonly Asked Questions:
What is the student’s status?
What are the extenuating circumstances?
Has the student used all their GAPs?
What is the student’s major? GPA?
Have they sat out a term as of date?
Did they attend Study Smart?
Have they requested support services?
Have they contacted Office of Accessibility?
What changes do they plan to make to academically succeed?
Are there any recommendations from Advisors, faculty, staff?
E-mail student with approval.

Include actions needed as recommended by the committee. (Cater, OA, tutoring, change of major).

Maintain student’s registration for the effective term.

Update spreadsheet of all appeals with approval.

Update comments in Banner to annotate approval.

Place HOLD on student’s records that will not be removed until the student has seen his advisor.

Decision Made APPROVE!
E-mail student with decision.
Include steps necessary for readmission after sitting out designated terms.
Drop registration schedule for effected term.
Update spreadsheet for Advisors with decision.
Place HOLD on student records.
Update comments in BANNER of decision.

Decision Made
DENIED
Student must have sat out ONE year of his/her expulsion.

Student must demonstrate that he or she has made the appropriate changes and is ready to complete his/her degree requirements. Student must be within 18 credit hours of completion of the degree.

Student must have an overall institutional GPA of 1.85 or higher.

Appeals for students in this category are made through the student’s Dean to the Provost.
Students wishing to pursue their appeal beyond the Committee’s denial may appeal to the Provost. These are rare.

This requires:

Get Provost Appeal Form from OTR.

OTR will make a copy of the original appeal packet and give to student.

Get signatures from: Academic Support, Associate Dean, and take signed form and packet to the Provost Office.