

# APPEAL OF ACADEMIC DISMISSAL

A student who has been dismissed for failing to meet standards of academic progress may appeal the dismissal if there were rare and extenuating circumstances that contributed to the failure to meet the University standards. Students should not submit their appeal until the circumstance(s) which led to their poor academic performance is resolved. Written notification of the dismissal must be issued to the student before the appeal can be submitted. A student may not be enrolled in courses during the appeal process. Students with an approved appeal for reapplication following an academic dismissal must reapply for admission through CASPA and meet the same criteria as for initial admission into the program; acceptance is not guaranteed and students will compete with other applicants for admission.

appeal until the new reapplication in CASPA has been reviewed and accepted by Chamberlain.

\* For MPAS students, this applies to the Appeal for Reapplication process. See the MPAS Academic Standards section in this handbook for more information.

\*\* Effective for applicants/students starting or resuming studies for the September 2020 and beyond session in applicable nursing and/or science courses.

## 1. Appealing an academic dismissal through the Appeal for Reapplication process

To appeal an academic dismissal, students should follow the steps below:

### a. Speak to an academic support advisor about the conditions under which an appeal would be appropriate. These conditions include:

- There were rare and extenuating circumstances which contributed to the dismissal
- These circumstances have been overcome or have changed
- Documentation is available to support both statements above

### b. If appropriate, complete the appeal for reapplication form. The form should include:

- Verifiable documentation of mitigating circumstances that contributed to poor academic performance
- How the circumstances have been overcome
- A realistic plan for meeting the requirements to return to good standing

### c. Attachment of supporting documentation (e.g., legal documents, doctor's certification, receipts, military orders, etc.)

## 2. Review of the appeal for reapplication\*

The appeal for reapplication form, supporting documentation provided by the student and information pertaining to the student's academic performance, including but not limited to, academic history and tutoring notes, will be reviewed by the appeal committee. The appeal committee is chaired by the program's dean or designee. If a student was academically dismissed and reinstated previously, documentation related to the previous appeal(s) for reapplication may also be reviewed. The appeal committee makes the decision whether the appeal for reapplication is approved or denied by evaluating whether the information presented demonstrates the student's circumstances resulted in the poor academic performance, that the issue(s) has been overcome and that the student's plan shows the student is likely to be successful in the future.

## Appeal for reapplication decision

a. If the appeal for reapplication is denied, the student is not allowed to reapply through CASPA

b. If the appeal for reapplication is approved, the student will be allowed to reapply through CASPA and must meet the same criteria as for initial admission into the program. Acceptance is not guaranteed and students will compete with other applicants for admission. The student information system will not be updated to show an approved