



## Policy Directory

Responsible Division: Academic Affairs  
Responsible Office: Graduate Studies  
Issue/Revision Date: 12/01/2017

## **Policy Title: Appeals**

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*Policy: The Graduate School policy on Appeals* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate Council to ensure consistent standards across Graduate programs.

### **Submitting an Appeal for Adjudication**

The Office of Graduate Studies recognizes that students have the right to appeal an admission or academic decision he or she believes is incorrect. An appeal notification must be submitted to the Graduate Studies Administrator within ten (10) days following an admission decision or academic probation or termination notification. Upon review and rendering a decision, the student will be notified of the decision. If the student is not satisfied with this decision, a second appeal can be filed with the Provost or Vice Provost for Academic Affairs.

The academic appeal process for graduate students is designed to be a fair process in making determinations about the academic status of students and their continuation in graduate school at Alcorn State University. There are two levels in the hierarchy for submitting an appeal. Appeals at Level 1 are adjudicated by an Appeals Committee.

#### **Level 1: Graduate Studies**

1. Student submits the Appeal Form to the Office of Graduate Studies via email to [graduatestudies@alcorn.edu](mailto:graduatestudies@alcorn.edu).
2. Supporting documentation must be attached to the Appeal Form to augment the reason for the appeal.
3. Appeal is reviewed 1-3 days following submission and forwarded to the Appeals Committee. A detailed electronic communication is forwarded to the student to inform him/her of the decision and the next step.
4. Questions regarding the decision should be directed to the Office of Graduate Studies or Graduate Studies administrator.

#### **Level 2: Academic Affairs**

1. Student has the option of submitting an appeal to the Office for Academic Affairs if he/she did not receive a favorable decision at the Graduate Studies level.
2. The student must provide a formal written appeal to Academic Affairs within one week after receiving the decision at the Graduate Studies level.
3. The student must submit all pertinent documentation at the Graduate Studies level including a copy of the appeal decision.

4. The student must craft a detailed scholarly letter stating justification for requesting reversal of the appeal decision. It is the student's responsibility to make his/her case.
5. An appeal to Academic Affairs is no guarantee that the appeal decision at Level 1 will be reversed. The appeal will receive a fair and impartial review.
6. A decision will be rendered based upon the evidence of the complaint.

Students can submit an appeal for one/or a combination of the following reasons.

- a. The student has been placed on academic probation and has not satisfied the conditions of this probation in retaking classes in which a deficient grade was assigned due to course(s) not offered during the specified term.
- b. A claim by the student extenuating circumstances interrupted the student's enrollment and academic performance which resulted in an academic warning or dismissal.
- c. A course grade dispute has been filed with the academic department or instructor or a change in grade which has caused the student's GPA to drop below a 3.0.
- d. Coursework exceeds the six-year time limit for degree completion.
- e. A separation from graduate school has been determined based on the student's academic performance as a graduate student. Academic history reflects student has not maintained favorable academic standing of a 3.0.

#### **Time Limit on Filing and Processing Complaint**

- A. **Graduate Studies** - The student must submit the appeal within 10 days after the determination of academic standing.
- B. Students should submit their appeal to request an extension of the six-year timeline to complete their degree program once a decision has been made to return to graduate school. The request is reviewed and forwarded to the appropriate academic unit within three days after the Appeals Committee reviews the request.
- C. Academic units return their recommendation to the Office of Graduate Studies within five to seven days, at which time, the final decision is made by the Appeals Committee and a decision communicated to the student electronically within one to three days.
- D. **Academic Affairs** - The appeal for reconsideration of the academic status of the student must be submitted to Academic Affairs within one week following the decision at Graduate Studies.
- E. Appeals approved based on a request to extend the six-year time limit to complete degree requirements are granted for a period not to exceed one year from the approval date.

Exceptions to these timelines may be considered in exceptional circumstances such as, but not limited to, extended illness, bereavement, etc.