

Graduate Academic Appeal Timeline/Checklist

Student Name: _____ ID: _____

Meeting date/location/time: _____

Committee: _____ (lead), _____, _____

Week 1: After grades roll

- GSAL will run reports and draft/send dismissal letters for Graduate Dean's review and signature. Dismissal letter will include Graduate Student Academic Appeal Form & Guidelines, as well as a deadline date (3 weeks).
- (Fall dismissals only) Dismissal letters are mailed *prior* to holiday break. Mailed from Millersville post office. Advisors are sent a copy of the letter as well.
- GSAL to notify advisors/registrar/financial aid/bursar of dismissals. A registration hold is added to the student's Banner record.
- Registration is dropped and student status is updated to "AD" (Academically Dismissed).

Week 4: Deadline for student appeal

- GSAL will send appeal form received to GAAC Chair. The Graduate Program Coordinator will be copied and supplied a Graduate-Faculty Feedback Appeal Feedback Form to distribute to the department faculty as appropriate.
- GAAC chairs will serve on committee, if able, and assist in selection of additional members for three total.
- GSAL will schedule rooms and times for appeal hearings.
- GSAL will create packets for distribution to subcommittee members at least several days prior to meeting for chance to review. Packets will be one .pdf electronic format and will typically include: dismissal letter to student, Letter of Appeal Form submitted by the student, Graduate-Faculty Appeal Feedback Form, student degree audit, student course listing, medical excuses and any other documents submitted by the student, faculty or other persons. Also attached in the distribution will be a GAAC Notice of Appeal Decision form.

Week 5-6: Appeal meetings

- Meeting attendance will be limited to the student, the subcommittee (3 members) and the Graduate Student Support Specialist. If an electronic appeal then a "reply to all" conversation will begin upon packet receipt. At conclusion of the meeting student will be informed the decision will be returned via postal mail within 7 days.
- GAAC committee will confer directly following the meeting.
- Decision form is submitted to Graduate Dean, copying the GAAC Chair and the Graduate Student Support Specialist.
- GSAL will quickly draft a response letter based on the Decision form. Dean's signature is his approval. The letter will be mailed immediately.
- The decision letter is uploaded to OnBase and copied to the student's advisor. Banner is updated with dismissal date, or dismissal codes are removed.

**All GAAC related documents are located on the GSAL web page under "Faculty Forms Center"*