

Student Handbook Addendum #

The policy noted in the document replaces the Appeal Process Academic Standing steps on page 26.

Dismissal Appeal Language

8.2024

1. Scope:

1. This policy applies to all students who are dismissed from the Leighton School of

1.The reason and basis for appeal (as identified above)

2A copy of the dismissal notifica

2. Grounds for appeal include:

1. Extenuating circumstances that had an impact on the dismissal from the program

2. Unfair treatment while enrolled in the academic program that had an impact on the dismissal from the program

2. An appeal to the Dean must be submitted within 7 calendar days of the date of notification of the committee decision identified above.

3. The appeal must be filed by the articulated due date and time and all supporting documentation must be included at the time of submission that is shared after the deadline Dean will not be considered.

4. The written appeal and supporting documents can include, but is not limited to:

1. The grounds or basis for appeal (as identified above)

2. A copy of the dismissal notification

3. A copy of the determination of the appeals committee

4. Documentation that supports appeal (for example, documentation related to extenuating circumstances or unfair treatment)

5. Requested resolution being sought

6. A viable student success plan showing how the student will address deficiencies that contributed to the dismissal should the appeal be granted.

7. Relevant letters of support.

8. Other documentation/information relevant to the request for an appeal

5. Students may request a meeting with the Dean to discuss their appeal.

6. If an appeal is granted by the Dean, thus overturning the decision, the student's account.

student may choose to appeal the decision of the Dean to the Office of the Provost.

5. Appeal to the Office of the Provost:

1. Students have the opportunity to appeal the decision of the Dean to the Assistant Provost.

2. An appeal to the Assistant Provost must be submitted within 7 calendar days of the date of notification of the Dean decision