



1. POLICY NAME: **THE ACADEMIC APPEALS PROCESS**

2. POLICY CATEGORY: **POLICIES AND PROCEDURES – UNDERGRADUATE STUDENTS**

3. POLICY STATEMENT:

Appeals of Academic Suspension and Academic Dismissal

A student may appeal to have a suspension or dismissal *reversed*. This *appeal* must be filed on-line (<http://registrar.aud.edu/>) by the date reflected on the Academic Calendar.

Denied appeals of suspension result in a period of forced absence from the university. *Following this absence (suspension)*, the student may request to return to the university. This *request* must be filed on-line by the date reflected on the Academic Calendar.

Applications for Readmission from Academic Suspension

Students may apply online (<http://registrar.aud.edu/>) by the date reflected on the Academic Calendar. The student should attach a letter detailing his or her activities during the suspension period and should explain why the student believes his/her academic performance will improve in the future. Other required documentation should be provided online.

Although students who are academically suspended from AUD often choose to take courses at other institutions to improve areas of weakness or to indicate seriousness of continued academic pursuits, they will not receive transfer credits for those courses upon their readmission to AUD.

Processing Timeline for Academic Appeals

- Last day to submit the *Academic Standing Appeal* online is *seven (7) days before the beginning of classes*. See *Academic Calendar*.
- Students whose appeals have been denied by the Provost and Chief Academic Officer, may appeal online to the President. Last day to appeal a suspension or dismissal to the President is the *first day of classes*.