

How to Appeal a Dismissal

Academic Dismissal Policy:

The university policy for academic standards states that a graduate student is dismissed after accumulating grades of F in two courses, or 9 credits of C or lower in graduate courses. Effective spring semester 2007, students who are not meeting the minimum standards with regard to academic performance must file an appeal with their Academic Advisor requesting permission to remain in the program. The appeal also requires the approval of the Senior Associate Dean and the Provost.

The Senior Associate Dean will review appeals on an ad-hoc basis. Students wishing to appeal should submit the following to The Volgenau School's Graduate Student Services Office:

1. A written statement using the Academic Appeal Request Form explaining the circumstances that led to the dismissal, along with supporting documentation from employers, physicians, or other sources as necessary.
2. Evidence that the circumstances precipitating the unsatisfactory performance have been remedied.
3. Statements from the advisor and graduate program director supporting the student's continued enrollment at the university should be included.

The appeal and supporting documentation must be received by the date indicated in the dismissal notification. If the required materials are not received by the deadline, the dismissal will become effective immediately and the Registrar will be instructed to amend the student's graduate record accordingly.

All materials should be directed to:

Lisa Nolder, Director of Graduate Student Services
The Volgenau School of Information Technology and Engineering
4400 University Drive, MS 5C8
Fairfax, VA 22030

Or hand-delivered to The Graduate Student Services Office in Science & Tech II Bldg., Room 160

Please Note:

If a student is eligible for dismissal at the end of his/her ***first*** semester as a student in our School, the student will be allowed to stay provided that:

- The student requests and agrees to transfer to another program within the school.
- The chair/program director of the program of origin recommends the transfer as a viable option for the student.
- The chair/program director of the target program agrees to accept the student in his/her program.