

How to Appeal a Termination

Academic Termination Policy:

The university policy for academic standards states that graduate students admitted provisionally and non-degree graduate students may be terminated upon accumulating grades of F in two courses, or 9 credits of C or lower in graduate courses. Effective Fall 2007, non-degree 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 termination notification. If the required materials are not received by the deadline, the termination 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