School of Information Technology & Engineering

Appeals of Academic Actions and Decisions

Modified: May 4, 2005

Academic Appeals are conducted according to the Mason Catalog:

http://www.gmu.edu/catalog/apolicies/index.html#Anchor6

This document is intended to supplement the Catalog, with details about the policies within the School of Information Technology & Engineering.

Students should first discuss the case with the faculty member involved. If this does not resolve the issue, then the student should contact the appropriate department chair or program director. If the student wishes to appeal further, then the student should follow the procedures described here.

Regardless of the outcome of the student's request, the student is encouraged to meet with the appropriate Dean prior to end of the academic period that is affected by the academic action.

Level I Appeal. The student initiates the appeal process by completing and submitting to the IT&E Student Services Office a Student Request Form along with any relevant supporting information, such as: Instructor Forms (containing detailed information on all graded work); support/verification letters (e.g., from Counseling Center, DRC, etc.); official documents (e.g., physician notices, hospital records, etc.); or other relevant information that may have affected the student. Call 703-993-1505 for further information.

Review Step 1. The office staff forwards the request to the appropriate Dean for review. (Undergraduate appeals are forwarded to the Associate Dean for Undergraduate Studies, graduate appeals are forwarded to the Associate Dean for Graduate Studies and Research; if the student is appealing a decision by one of the Associate Deans, then the appeal is forwarded to the Dean.)

Review Step 2. The appropriate Dean reviews the information submitted by (or on behalf of) the student, as well as the student’s file and academic history and takes one of the following actions: a) approves the student's request; b) conditionally approves the student's request; c) requests additional supporting information; d) requests a meeting with the student; e) denies the student's request.

Review Step 3. A letter is sent to the student with the Dean's decision. The student may request notification via e-mail or telephone.

Review Step 4. Steps 1-3 may be repeated for any requests that are not approved; however, each new submission requires additional relevant information and a written explanation of why additional review is appropriate.

Review Step 5. If the student remains dissatisfied with the Dean's decision, the student has the option of proceeding to the next level of the appeals process.

Level II Appeal. The student has the option of requesting that the IT&E Academic Appeals Committee review the request and the Dean's Decision. Call 703-993-1505 for further information.

Review Step 1. The student submits a written appeal to the IT&E Academic Appeals Committee.

Review Step 2. The IT&E Committee may request copies of any documents pertaining to the student’s request from the Dean's office, and can collect any other information that it feels is relevant.
**Review Step 3.** The IT&E Committee takes one of the following actions:  a) recommends that the Dean approve the student's request; b) recommends that the Dean conditionally approve the student's request; c) requests a meeting with the student and/or Dean; d) denies the student's request.

**Review Step 4.** If the student remains dissatisfied with the IT&E Academic Appeals Committee's decision, the student has the option of proceeding to the next level of the appeals process.

**Level III Appeal.** The student has the option of requesting that the Provost review the request. Call 703-993-8705 for information.