

## **GUIDELINES FOR ACADEMIC APPEALS**

The appeal process is primarily intended to allow cadets who have truly extenuating circumstances to be granted a one-time exception to meeting the academic standards, complying with academic regulations, or exceeding the maximum permitted course load during the regular academic year. In reviewing appeals, the CAA carefully considers the overall context, not just circumstances and performance proximate to the time the appeal was submitted. In other words, it is not just the current set of circumstances but also the longitudinal record of the cadet that is considered in weighing the advisability of granting an appeal.

### **General Guidelines (applicable to all appeals):**

- Each cadet may submit one appeal over his or her cadetship. Additional appeals will not be considered by the CAA without the approval of the Dean.
- The Dean or the Chair of the CAA, in consultation with the Registrar or the Department Head of the cadet's major, may deny an appeal that is judged to be frivolous without forwarding it to the full committee for review and voting.
- Appeals will not be reviewed by the CAA between June 1<sup>st</sup> and July 31<sup>st</sup>.
- All appeals must include a recommendation letter from the cadet's academic advisor or the department head of the cadet's major in order to be considered by the CAA.

### **Suspension and Probation Appeals:**

- Appeals to waive academic probation will not be considered unless they result from academic work not completed for medical reasons.
- Completed applications for appeals to waive an academic suspension for a new semester must be received by the registrar at least seven business days before the start of classes. This means that all transfer credit must be available to the registrar prior to this deadline to determine a returning cadet's status.

### **Overload Appeals:**

- Completed applications for course overloads must be received by the registrar at least seven business days before the start of classes for fall or spring semester.



**TO: Committee on Academic Appeals**

Cadet Name: \_\_\_\_\_ Class \_\_\_\_\_ Major \_\_\_\_\_

Current Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Academic policy for which waiver is sought: \_\_\_\_\_

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*I request that the Committee on Academic Appeals consider my appeal for a waiver of the above academic policy based on the following extenuating circumstances (attach document if necessary):*

***NOTE: This appeal must be submitted through a cadet's department head.***

*Cadets are requested to review their waiver with their department head. Department heads will be requested to provide input to the Committee as appropriate regarding the waiver.*

*Additional Supporting Documentation: (Required if outside factors relate to petition request.)*

*The following additional documentation is being forwarded:* \_\_\_\_\_

*Cadet Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*The Committee will not consider appeals that are incomplete or lack all required supporting documentation.*

*NOTE: Cadets are reminded that only one appeal is permitted over the entirety of their cadetship.*

*Completed appeals should be forwarded to:  
(Please print, obtain the necessary signatures /  
documentation and forward for processing)*

*COL Janet Battaglia, Registrar  
303 Shell Hall  
Lexington, Virginia 24450*