

## **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.

## **PROCEDURE**

To file an appeal, please access the form through the Etrieve system at:

<https://etcentral.vmi.edu>

In the left-hand column access:

- Forms
  
- Registrar
  
- Committee on Academic Appeal Form (REG21)

Cadet should discuss all appeals with their academic adviser before submission, and the completed request should be routed through your academic department head.

The Committee on Academic Appeals will consider written requests for a waiver to the academic standard, and make a recommendation to the Dean who ultimately decides whether the appeal will be approved or denied. Cadets will be then be notified by the Registrar of the results of the appeal.

Questions pertaining to CAA Appeals can be directed to the VMI Registrar at 540-464-7213, or [Registrar@vmi.edu](mailto:Registrar@vmi.edu)