Students who have been dismissed for failing to meet the standards of academic progress may appeal the dismissal by submitting this form and supporting documents to the appropriate academic administrator. Students must complete the following steps: (1) complete Sections A through D, (2) sign and date Section E, (3) submit required supporting documents, (4) sign the Predetermined Academic Plan (page 2), and (5) submit the complete packet to the academic office in person, via postal service, fax, or as an email attachment. Appeals must be received by the date indicated on the student’s dismissal notification letter.

In addition to meeting conditions outlined in DeVry’s standards of academic progress policy, the Department of Veterans Affairs requires that educational assistance benefits to veterans be discontinued when the student ceases to make satisfactory progress. Students with approved appeals may continue on probation for another semester and remain eligible for veterans’ education benefits. Students who do not return to good standing at the end of this probationary semester will be ineligible for veterans’ benefits until they return to good standing as defined by DeVry’s established standards of academic progress. Additional information can be found in the academic catalog or by contacting the school’s veterans’ benefits coordinator.

* Note: The U.S. Department of Education uses the terminology financial aid warning and financial aid probation for Federal financial aid recipients.

SECTION A: STUDENT INFORMATION

Date Submitted: ________ DSI #: ________ Program of Study: ____________

Last Name: ____________ First Name: ____________ Last Session of Attendance: ________

Phone: ____________ Email: ____________ Desired Session of Attendance: ________

SECTION B: MITIGATING CIRCUMSTANCES AND SUPPORTING DOCUMENTATION

Academic appeals are normally granted only for circumstances which are beyond the student’s control. Examples of unacceptable “Other” mitigating circumstances include, but are not limited to: withdrawal from course(s) to avoid a failing grade, disagreement with instructor, lack of understanding of academic policy, and lack of understanding of the requirements outlined on the Predetermined Academic Plan previously assigned to you. Indicate the mitigating circumstance that led to your dismissal by checking all that apply.

- Personal illness or accident
- Illness or accident of immediate family or family member
- Loss of employment of self, immediate family or family member
- Required out-of-town travel or overtime work
- Loss of housing of immediate family or family member
- Marriage or divorce of self, immediate family or family member
- Natural disaster
- Military duty
- Required to relocate
- Birth of immediate family or family member
- Loss of childcare of immediate family or family member
- Death of immediate family or family member
- Incarceration
- Other

Supporting documentation (e.g., letters from employers, doctor’s notes, court summons, military orders, etc.) must be submitted with the appeal form to substantiate that one or more of the mitigating circumstances above led to your dismissal. Appeals without supporting document(s) will be denied. Please review the list of suggested documents on the last page of this form. Please list the documents submitted in the space provided below.

Documents attached: ____________

SECTION C: EXPLANATION OF MITIGATING CIRCUMSTANCES

Clearly explain below the circumstances that led to your poor academic performance resulting in dismissal. If more space is needed, submit an additional signed sheet including your name and DSI number.


SECTION D: EXPLANATION OF RESOLUTION OF MITIGATING CIRCUMSTANCES AND PLAN TO IMPROVE

Provide an overview of how your mitigating circumstances have been resolved so that you can continue to make academic progress toward completing your academic program if you are permitted to continue your coursework. Also, provide concrete and realistic actions that you will take to improve your academic performance to meet the requirements of the Predetermined Academic Plan if your appeal is approved. If you have been dismissed previously, identify alterations needed to your prior Plan to Improve. If more space is needed, submit an additional signed sheet including your name and DSI number.


SECTION E: STUDENT SIGNATURE

Sign and date the form before submitting it to the academic office.

Student Signature: ____________ Date: ____________

Next Steps:
1. Read and sign the Predetermined Academic Plan on the next page.
2. Ensure your supporting documentation is submitted along with the form.
3. Submit the completed form, signed Predetermined Academic Plan, and supporting documentation to the appropriate academic administrator by the deadline.

University Academic Form: Academic Dismissal Appeal

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academic dismissal appeal

PREDETERMINED ACADEMIC PLAN
Requirements for Students Starting the Semester on Financial Aid Probation (Academic Probation)

If the academic dismissal appeal is approved, students are placed on financial aid probation (academic probation) at the start of the semester and must follow this Predetermined Academic Plan during their probationary semester and either:

A. Meet the Academic Requirements To Return To Good Standing If On Financial Aid Probation (Academic Probation), or
B. Meet the Conditions For Remaining On Financial Aid Probation (Academic Probation) For One Additional Semester or
C. Are dismissed.

Note: If students are dismissed after a probationary semester, they must submit an appeal to a higher level of academic administrator.
* The U.S. Department of Education uses the terminology financial aid warning and financial aid probation for Federal financial aid recipients.

ACADEMIC REQUIREMENTS TO RETURN TO GOOD STANDING IF ON FINANCIAL AID PROBATION (ACADEMIC PROBATION)

At the end of a probationary semester, the student returns to good standing if all of the following occurred:

- The student has never completed a GPA course or the student's CGPA must be at least:
  - 2.00
  - 2.50 for 1-9 attempted credit hours
  - 2.65 for 10-15 attempted credit hours
  - 2.80 for 16-27 attempted credit hours
  - 3.00 for 28 or more attempted credit hours

- Graduate students’ required CGPA increments

- The student passed all transitional studies, prerequisite skills and ESL courses attempted during the semester.
- The student passed all courses attempted a second or subsequent time.
- The student did not exceed the maximum coursework allowance.
- The student met pace of progress standards including completion of at least one course during the semester.

CONDITIONS FOR REMAINING ON FINANCIAL AID PROBATION (ACADEMIC PROBATION) FOR ONE ADDITIONAL SEMESTER

At the end of the probationary semester, the student who does NOT return to good standing remains on financial aid probation (academic probation) for one additional semester according to the Predetermined Academic Plan if all of the following occurred during the semester:

- Undergraduate students: the CGPA was at least 2.00 or the student had never completed a GPA course; or the CGPA was less than 2.00 and the SGPA was at least 2.50
- Graduate students: the CGPA was at least the required CGPA increment (2.50-3.00) or the student had never completed a GPA course; or the CGPA was less than the required CGPA increment (2.50-3.00) and the SGPA was at least 3.00
- The student passed all courses attempted.
- The student did NOT exceed the maximum coursework allowance; or the student exceeded the maximum coursework allowance, and the semester pace was at least 67%.
- The student maintained the required pace of progress; or the student did NOT maintain the required pace of progress, and the semester pace was at least 67%.
- The student completed at least one course.

MAXIMUM COURSEWORK ALLOWANCE AND PACE OF PROGRESS

Maximum coursework allowance: Students may attempt no more than 1.5 times the number of credit hours in their current program. Students are dismissed if they exceed the maximum coursework allowance and have NOT graduated.

Pace of progress: The table below shows the minimum acceptable pace at the end of each semester.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Attempted Semester Credit Hours</td>
<td>Minimum Acceptable Pace</td>
</tr>
<tr>
<td>1-15</td>
<td>10%</td>
</tr>
<tr>
<td>16-30</td>
<td>40%</td>
</tr>
<tr>
<td>31-60</td>
<td>60%</td>
</tr>
<tr>
<td>61+</td>
<td>67%</td>
</tr>
</tbody>
</table>

STUDENT SIGNATURE: Sign and date the form below.

I understand that I will be placed on financial aid probation (academic probation) if my appeal is approved, and I must meet the ACADEMIC REQUIREMENTS FOR STUDENTS STARTING THE SEMESTER ON FINANCIAL AID PROBATION (ACADEMIC PROBATION) as outlined above in the PREDETERMINED ACADEMIC PLAN.

Student Signature: ______________________________________ Date: _____________________
# Academic Dismissal Appeal

The appropriate academic administrator, National College Dean or designee must **complete Sections F and G**, and sign **Section G** as appropriate. Final appeals are to be signed by the National College Dean or designee.

## SECTION F: ACADEMIC STANDING AND HISTORY

(Completed by appropriate academic administrator, National College Dean or designee.)

Which of the following Standards of Academic Progress rules were violated that caused the student’s dismissal? Check all that apply and indicate the values earned.

- **CGPA**: Indicate CGPA here: ____________
- **Transitional Studies coursework**: Indicate course(s) here: _______________
- **Course Repeats**: Indicate course designator(s) and title(s), session(s), and grades earned here:_____________________________
- **Maximum Coursework Allowed**: Indicate Attempted Hours here: ________ Indicate Earned Hours here: _________
- **Pace**: Indicate actual Pace% here: ________ Indicate appropriate Pace% here: _________

- Has the student been dismissed before at this level?  
  - Yes  
  - No
- If yes, enter number of previous dismissals since student’s last program change or readmission: _____

- Has the student ever had a program change at this level?  
  - Yes  
  - No

## SECTION G: DECISION AND COMMENTS ON APPEAL

(Completed by appropriate academic administrator, National College Dean or designee.)

The decision of the appeal must be documented below. Provide a rationale for the decision, sign and date in the space provided.

- I have run and reviewed the student’s degree audit.
- I have reviewed the confidential documentation provided and destroyed it or returned it to the student.
- If the student has had previous dismissals, I have reviewed all prior Plans to Improve (Section D) to determine if the plans were followed, and if alterations to the plan have been made on this appeal.

**Note:** A student who is dismissed for violating the course repeat rule (attempted a course for the third time and did not pass the course) may not appeal to request a fourth or subsequent course attempt. However, the student can take the course at another DVU-recognized institution and transfer it to DVU OR receive approval for an appropriate course substitution from a National College Dean. If either of these situations is applicable to the student, please check which of the following occurred:

- The student has reapplied or is resuming and has submitted a transcript verifying successful completion of the course to accompany this academic dismissal appeal.
- The student received approval for an appropriate course substitution from the National College Dean to accompany this academic dismissal appeal.

If neither of these occurred, the appeal must be denied.

- **APPROVED**: Student is placed on financial aid probation (academic probation) and must meet all conditions stated in the requirements of the Predetermined Academic Plan. Checking this box indicates that the requirements have been discussed with the student.

- **DENIED**: Student is precluded from enrolling.

**COMMENTS:**

Indicate why you approved or denied the appeal and any other comments in the space below. For approvals, state why you are confident the student will succeed if granted reinstatement? For denials, state why you did not believe the student would be able to return to good academic standing? If more space is needed, attach an additional signed sheet including the student’s name and DSI.

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**Please indicate your role for this appeal review:**

- Appropriate academic administrator
- National College Dean or designee

**Name:** ____________________________ **Title:** ____________________________

**Signature:** ______________________ **Date:** ____________________________
Mitigating Circumstances and Suggested Documentation:

Academic Dismissal Appeals submitted for review must include supporting documentation with the appeal form as noted in Section B to substantiate the circumstances leading to your dismissal and to provide evidence that you have resolved the circumstances or how they are being managed. Appeals without supporting documentation will be denied. Repeat appeals will be denied unless you have new mitigating circumstances and have provided supporting documentation. All personal identifiers, such as a social security number or account number, should be redacted on the documents. Confidential documents, such as medical records or other sensitive information, will be excluded from a student’s permanent academic record and shredded or returned to the student to protect the student’s confidentiality. Examples of suggested documentation include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>MITIGATING CIRCUMSTANCE</th>
<th>SUGGESTED DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal illness or accident</td>
<td>• Copy of medical documentation</td>
</tr>
<tr>
<td></td>
<td>• Statement from physician on letterhead including dates of service</td>
</tr>
<tr>
<td></td>
<td>• Copy of police report</td>
</tr>
<tr>
<td></td>
<td>• Copy of insurance statements</td>
</tr>
<tr>
<td>Illness or accident of immediate family or family member</td>
<td>• Detailed explanation of family member’s medical circumstances, including the name and relationship of the family member to you</td>
</tr>
<tr>
<td></td>
<td>• Copy of police report</td>
</tr>
<tr>
<td></td>
<td>• Copy of insurance statements</td>
</tr>
<tr>
<td>Loss of employment of self, immediate family or family member</td>
<td>• Statement from former employer on company letterhead for yourself, or immediate family or family member indicating date of termination</td>
</tr>
<tr>
<td>Required out-of-town travel or overtime work</td>
<td>• Statement from employer on company letterhead indicating that a work conflict such as out-of-town travel or overtime work negatively affected your academic success</td>
</tr>
<tr>
<td>Loss of housing of immediate family or family member</td>
<td>• Statement from landlord or bank/mortgage company indicating change to housing situation</td>
</tr>
<tr>
<td>Marriage or divorce of self, immediate family or family member</td>
<td>• Copy of divorce papers</td>
</tr>
<tr>
<td>Natural disaster</td>
<td>• Copy of insurance statements</td>
</tr>
<tr>
<td></td>
<td>• Personal statement including the date(s) the natural disaster occurred and the address at which the disaster occurred</td>
</tr>
<tr>
<td>Military duty</td>
<td>• Copy of military orders showing dates of deployment, training or service</td>
</tr>
<tr>
<td>Required to relocate</td>
<td>• Statement from employer on company letterhead indicating date of relocation</td>
</tr>
<tr>
<td>Birth of immediate family or family member</td>
<td>• Copy of birth announcement</td>
</tr>
<tr>
<td></td>
<td>• Copy of birth certificate or adoption papers</td>
</tr>
<tr>
<td>Loss of childcare of immediate family or family member</td>
<td>• Letter from childcare provider indicating date of loss of childcare</td>
</tr>
<tr>
<td>Death of immediate family or family member</td>
<td>• Copy of obituary</td>
</tr>
<tr>
<td></td>
<td>• Copy of memorial service document</td>
</tr>
<tr>
<td></td>
<td>• Copy of death certificate</td>
</tr>
<tr>
<td>Incarceration</td>
<td>• Copy of court documents</td>
</tr>
</tbody>
</table>
| Other                                                       | Documentation must clearly and explicitly describe the unexpected and involuntary change to your circumstances along with an explanation of how it prevented you from meeting the standards of academic progress. This documentation must also indicate how you have resolved these circumstances so that they will not continue to affect your academic progress in the future.