

Satisfactory Academic Progress Appeal Process and Procedure

Appeals of decisions of the Academic Dean must be made in writing by the following deadlines. Appeals received by the established Appeals Meeting deadline will reserve a student's pre-registration schedule until the appeal is resolved. All other appeals must be received as soon as possible but; no later than 30 days after the date of the Academic Dean's dismissal letter.

Any student dismissed may submit an appeal seeking a one-semester reinstatement. Criteria that the Dean will consider include:

- Current semester grade point average (G.P.A.)
- Cumulative G.P.A.
- Likelihood that the student is capable of achieving satisfactory academic standing before graduation.
- Recommendation from the Vice President for Student Life.
- Student's explanation of prior academic performance and plan to remedy the situation.
- A mitigating circumstance that caused the student to fail to meet academic progress including:
 - Family difficulties, such as divorce or illness;
 - Death of a parent or relative;
 - Interpersonal problems with friends, roommates, significant others;
 - Difficulty balancing work, athletics, family responsibilities, etc.;
 - Financial difficulties.

Appeals must be in writing and must indicate the way(s) in which the student has overcome the problems that led to the dismissal and include evidence that the student is now ready and willing to meet the College's academic progress standards. Such evidence may include:

- A statement from the student indicating he or she believes the problems that led to earlier dismissal have been overcome or have been successfully addressed, e.g. through counseling or medical care;
- An academic transcript showing acceptable or better work at another comparable institution;
- A supporting statement from an individual such as the student's employer, physician or parent; and
- Any other evidence the student feels may be appropriate.

A petition may be submitted immediately after dismissal; however, the most persuasive petitions are ordinarily presented after the student has had sufficient time away from St. Norbert College to correct problems that resulted in dismissal. Where appropriate, St. Norbert College may readmit a student only under specific conditions. A student may not petition the Academic Dean for readmission more than once in any given semester.

In order to assist students in submitting their appeal, an Academic Appeal Form is available in a WORD formatted template at http://www.snc.edu/registrar/forms/dismissal_appeal_form.dotx to download, save, complete, and return by the stated appeal due date.

Appeals may be submitted the following ways:

By e-mail with attachment to:	registrar@snc.edu
By fax to:	920-403-4047
By mail to:	St. Norbert College Academic Dean's Office Academic Action Committee 100 Grant Street De Pere, WI, 54115

A dismissed student who wishes to return to St. Norbert College must apply for readmission through the Admissions Office. Students with serious academic deficiencies can improve their chances for appeal or readmission by attending Summer session at St. Norbert College (with the approval of the Registrar), or by demonstrating academic achievement at another accredited college. Courses taken elsewhere need to be pre-approved by the Registrar and a grade of C or better must be earned in all such coursework.