Appeals Process for School of Business Students

Termination Appeals

School of Business terminations are considered final. The School of Business provides ample opportunities that promote awareness about the termination policies and to ensure students make every possible effort to succeed going into a third attempt. These include:

- Mandatory completion of the School of Business orientation,
- Outreach after the first unsuccessful attempt with a follow-up meeting with an academic advisor,
- A registration restriction is placed on the course after a 2nd unsuccessful attempt,
- Mandatory advising meeting to discuss success strategies moving forward, and
- Follow-up and e-mails regarding the termination policy, drop deadlines, and selective withdrawal policy.

When appealing a termination from the School of Business or from the Accounting major/concentration, the student must demonstrate why they should be considered an exception to this policy. Appeals should include details on what occurred during the semester (after the drop and selective withdrawal deadlines) that prevented the student from completing the course and must include substantial documented evidence from a medical provider or other verifiable source. Appeals are rarely granted and are typically only considered when severe medical emergencies occurred after the selective withdrawal deadline that impacted the student’s ability to complete ALL courses, including the third attempt course.

1. Students must demonstrate why they should be considered an exception to this policy in their appeal letter.
2. Medical or third-party documentation must clearly indicate that the situation is new (unforeseen) and occurred after the drop and selective withdrawal deadlines, directly impacted ALL courses the student was registered in (not just the one they earned an unsatisfactory grade in), and detail how the emergency or medical situation prevented the student from completing the course.
3. Completed Termination Appeals must be submitted by the degree conferral date in the semester the termination occurred. The School of Business Appeals Review Board will review appeals of School of Business and Accounting major/concentration terminations.
4. Termination Appeals will not be considered if they are submitted after the degree conferral date in the semester in which the termination occurred (fall, spring, and summer). If unforeseen circumstances prevented the student from submitting an appeal by the deadline, then an essay detailing why the appeal is late and what occurred that prevented the student from meeting the deadline is required.
5. Any confidential information will be kept in a confidential file.