

Neag School of Education Dismissal Appeals Process

Students can appeal a dismissal from a Neag School of Education undergraduate program by submitting an appeal letter to the Associate Dean for Academic Affairs. The appeal letter must include the following: A written statement describing the extenuating circumstances that warrant the reconsideration of the dismissal, documentation from professional sources that verify the extenuating circumstances, and a plan to successfully complete the student's program in the Neag School of Education. Appeals will not be reviewed if the information in the request is incomplete. The appeal letter must be submitted within five (5) business days of receiving this notice.

The Associate Dean for Academic Affairs will review the written appeal within five (5) business days of its receipt to determine whether the request should be considered by an appeal committee. The Associate Dean may seek additional information related to the circumstances of the dismissal from parties knowledgeable of the circumstances. This may include oral and/or written feedback. If the Associate Dean determines an appeal is not warranted, the student will be notified in writing and this decision will be final. If the Associate Dean decides an appeal is warranted, the appeal will go to the Appeal Committee.

The Appeal Committee will be selected by the Associate Dean and include three (3) Neag faculty members who are not affiliated with the student's program of study nor serve as the student's supervisor in any capacity. The Associate Dean will provide the Appeals Committee with the appeal documentation, as well an overview of the reasons for dismissal. Each Appeal Committee member will review the appeal and report to the Associate Dean whether the dismissal from the [academic program] is warranted. The Associate Dean will render a decision based on a review of the appeal and notify the student of the decision within five (5) business days of the decision to proceed to an Appeal Committee. The notification will include a description of the facts leading to the decision. The decision of the Associate Dean concerning an appeal shall be final.

Students dismissed from Neag School of Education undergraduate programs will be changed to an ACES major. If the student is enrolled in a dual degree program in another school or college, the education degree will be dropped and the student will remain in the dual degree major.

November 10, 2016