Academic Appeals

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Academic Services Administrator
Office of Graduate Studies
ALN 226 / 4-2847
Housekeeping ........

- Get Staff trained in BDMS
- Do not use highlighters on documents
- Be mindful of upcoming deadlines
- Have student upload the NEW forms for appeals
Appeals - The Forms

- Change of Program
- Time Limit Extension
- Graduate Drop/Add / Change Hours Petition
- Leave of Absence
- Dual Degree – formal & informal
- Voluntary Withdraw
- Dismissal Form
- Delete Course Form
- Transfer Course Form
# Time Limit Extension

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Master’s</th>
<th>Doctoral</th>
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</thead>
<tbody>
<tr>
<td>200508-200605</td>
<td>7 years</td>
<td>10 years (5/5)</td>
</tr>
<tr>
<td>200708-201005</td>
<td>5 years</td>
<td>8 years (4/4)</td>
</tr>
<tr>
<td>201108- Present</td>
<td>5 years</td>
<td>7 years</td>
</tr>
</tbody>
</table>

Time Limit Extension Packet
- Advisor/Major Professor/Departmental Support Letter
- Student –Personal Statement & Unofficial Transcript

**Advisor / Major Professor – Letter / Memo stating how you are going to support the student through the time to degree (detailed)**
- Benchmark Form (Typed) - Clear and Concise Plan
Time Limit Extension

(Future- Seeking approval from Grad. Counsel)

SEMESTER BY SEMESTER UPDATES

- Email will be sent to the Major Professor/ Program Directors (before Registration Appointment times are generated) from OGS. – A response is mandatory for the student to continue to the next semester.

- An **Advising HOLD** can be put on the students account until update is given to OGS.
Reasonable Justification & Documentation

- Department/Major Professor documentation should be detailed with how they are going to support the student.

  - **LOA**: Why the student is requesting the leave
  - If illness, medical documentation from a physician (MD)
  - If personal - financial, family needs etc.
Change of Program

- Student has to be registered
- Must have a GPA of 3.00 or better
- Unofficial Transcript marked with courses to bring into the new program (NO HIGHLIGHTERS)

**WARNING:**
STUDENTS WHO ARE USING FINACIAL AID

- The Attempted hours vs. Earned hours could be affected
Accelerated Program Application & Accelerated Program Progression

Accelerated Program Application submit:

- When student shows interest in the program
  - FIVE Attribute is attached to the student's record for tracking
  - Student continues in regular UG program/ can take the prescribed GR classes
  - Departments MUST track students progress through the program
Accelerated Program Application & Accelerated Program Progression Form…Cont’

- Accelerated Program **Progression** Form
  - This form should be submitted once the student has met **ALL UG REQUIREMENTS**
  - The window this form is submitted is **after grades have rolled to history** – and in the semester the student fulfilled the Bachelor Degree requirements
  - Send form to Admissions to process and flip the student to Graduate Status.
  - The next semester the student should be only in **Graduate Level Classes !!!**
Request of transfers credits should be submitted at the latest by the 2nd semester into the Program.

From an outside institution – up to 49% of the total amount of credits of an “unfinished” degree can be transferred into a program.

Course Currency

NEW – The courses can’t be no more than 10 yrs. old.

Once they have been accepted the Course Currency rule no longer applies.
Admission to Candidacy & Readmission to Candidacy

- 6D and 6C
- Immediately after the student completes the comprehensive exam - Admission to Candidacy Application should be completed.
- Deadline is the last day of classes
- Register for Dissertation hours the NEXT semester

Re-Admission to Candidacy:
- Returning from LOA
- Student in Candidacy before they left the university and now they need to be readmitted through admissions - student will have to register for 7910 - Directed Research NOT 7980 - Dissertation hours.
- BOG File - 6D registered in 7980
- Permits - 6C Check Class in BANNER
Dual Degree

- **Formal** – Already approved in the Catalog with previously approved shared coursework

- **Informal** – Two Programs the student chooses outside of traditional offerings

**EXAMPLE:** M.B.A. & M.D. - Informal
Ph.D. & M.P.H. – Formal
When students are choosing Informal paths through the USF Health Professional Degrees:

- No Application Required (save the fee)
- Student will need to provide transcript from CoMed
- Must get all signatures from both colleges
- Student may have to take a LOA from CoMed to complete second degree
Send Probation Reports to all Program Coordinators and Administration

***Updated GPA Calculator***

**Probation 1:**
- No restrictions

**Probation 2:**
- Student has a GP HOLD put on their registration
- Require Advising & Academic Plan
- Override the GP HOLD
- Impacts GA Support withdrawn
Probation...con’t

Probation 3:
- The student will have the GP HOLD
- Removal of current and future registration (CA=Cancelled Academically in BANNER)
- Require Readmit After P3 Petition by the second week of the new semester which should include:
  - Required Coursework in Program
  - NEW –GPA Calculator with signatures of the Advisor and student
  - Statement from the Advisor or department showing support
  - Student personal statement
  - Copy of an Academic Plan
Please use NEW and updated forms for all appeals
Do Not use Highlighters, use Blue or Black ink,
Appeals can be emailed to: Cynthia Pumphrey
If you use Interoffice envelopes or if you use student workers to deliver documents, please have them in a sealed envelope.
GET STAFF TRAINED in BDMS –
Banner Data Management System
BDMSAdmin@usf.edu
Students should not deliver documents from office to office for signature consideration.....
Thank you

- For your time and attention.
- Questions?........