

Academic Appeals



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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



Admission Term	Master's	Doctoral
200508-200605	7 years	10 years (5/5)
200708-201005	5 years	8 years (4/4)
201108- Present	5 years	7 years

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 students 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 !!!**

Transfer Course Form



- ❧ 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

Dual Degree....cont'



- ❧ 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

Probation



❧ **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

Housekeeping...



- ❧ 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?.....