

**WVU College of Creative Arts**  
***Academic Appeals Policies and Procedures***  
***(updated Spring 2017)***

**GENERAL STATEMENTS REGARDING ACADEMIC APPEALS POLICIES AND PROCEDURES**

- These stated *CCA Academic Appeals Policies and Procedures* are in accordance with West Virginia University's *Probation and Suspension Policy* available in the WVU Catalog.
- A student has to the right to appeal or request an exception to an academic decision (i.e. academic suspension/dismissal) if she/he feels there is justification that warrants an appeal or exception.
- Academic appeals or exceptions are made directly to the College of Creative Arts if the student was enrolled in the College at the time the suspension/dismissal occurred.
- Students requesting readmission to the College of Creative Arts following a suspension/dismissal should make their request directly to the College.
- Students should note deadline submissions found later in this document.
- Certain policies in this document refer to academic suspension/dismissal. Issues regarding suspension due to **financial aid** stipulations will require a different procedure that is handled directly by the WVU Financial Aid Office. If a student is placed on Academic Suspension **AND** Financial Aid Suspension and wishes to appeal both cases, he/she must go through **two** different appeal processes.

**COLLEGE OF CREATIVE ARTS' ACADEMIC APPEALS COMMITTEE**

- The purpose of *CCA Academic Appeals Committee* is to hear student requests for appeals, exceptions, or readmission to the College of Creative Arts.
- The overall charge of the Committee will be to uphold the academic standards of West Virginia University, the College of Creative Arts, and the three Schools of the College.
- Membership of the *CCA Academic Appeals Committee* will include one faculty representative from each of the three Schools within the College and the Associate Dean.
- Any decisions rendered by the *CCA Academic Appeals Committee* is considered to be fair, thorough, and **final**.

## **ACADEMIC APPEALS AND REQUESTS**

- Any appeal, request for readmission, or request for an exception to any academic rule and regulation **must be submitted in writing to the Office of the Dean of the College of Creative Arts**. This can be done via email or regular mail. Please see contact information on Page 4.
- A written appeal or request is the only acceptable form to be considered and must include all appropriate supporting documentation at the time of submission.
- All documents must be submitted by the appropriate deadline stated below.
- Students are responsible for gathering all necessary materials in order to present a compelling case supporting an appeal, exception, or readmission.
- **Failure to include the necessary requested materials may lead to an automatic rejection.**
- If a student was a first-year CCA student who was placed on Academic Probation in the spring semester and failed to follow the procedures outlined at the Mid-Year Academy (i.e. attend meetings with a Student Success Coach), then the appeal may automatically be rejected.

## **SUBMISSION GUIDELINES FOR APPEALS/READMISSION**

### **For an “Academic Suspension” Appeal:**

For students that desire to appeal a recent University academic suspension, the written appeal or request should contain the following items:

1. A brief **cover letter** that includes the following:
  - a. A succinct statement about the specific nature of your request. (i.e., request for academic reinstatement after dismissal).
  - b. Your current contact information (legal name, mailing address, MIX email, telephone number, and WVU Student ID number).
2. A **written statement** outlining your grounds for the appeal and/or request for an exception. The statement should be limited to only those details which support your request and should include:
  - a. A description of the situation that affected you.
  - b. The time period during which you were affected.
  - c. The extent to which this condition/event/situation affected you.
  - d. What resolution to the situation you are hoping to achieve.
  - e. Any documentation to support your request.
3. For appeals and requests due to a **medical condition and/or an issue of personal health and welfare**, you should provide documentation from a healthcare professional on the professional’s letterhead to support your request.
4. An unofficial **current academic transcript** printed from your WVU MIX account.

### **To request “Readmission” after Suspension:**

For students that desire readmission to the College of Creative Arts after having been dismissed because of academic suspension from the University, the written request should contain the following items:

1. Documentation of the successful portfolio review, audition and/or interview, **OR** a waiver of this requirement(s), as applicable. Because time has lapsed since attending WVU, a portfolio review, audition, and/or interview with your respective School may be required for readmission. Please check with your School directly regarding specific requirements.
2. A brief **cover letter** that includes all the information stated above in #1 under **Academic Suspension Appeal**
3. A **written statement** outlining your grounds for readmission. The statement should be limited to only those details which support your request and should include:
  - a. A description of the situation that affected you.
  - b. The time period during which you were affected.
  - c. The extent to which this condition/event/situation affected you.
  - d. What resolution to the situation you are hoping to achieve.
  - e. Any documentation to support your request.
4. For situations that involve a **medical condition and/or an issue of personal health and welfare**, you should provide documentation from a healthcare professional on the professional’s letterhead to support your request.
5. An unofficial **WVU academic transcript** printed from your MIX account **AND** a **current unofficial transcript** from an accredited institution(s) of higher education that shows that you have completed a minimum of at least one semester of academic coursework (12 semester hours and earned at least a 2.0 cumulative grade point average).
6. Evidence showing that you are capable of performing at the level required to meet University, College, and School standards and that you can complete all or your degree requirements for your course of study within a reasonable length of time.

### **For Readmission after an “Artistic Merit Suspension”:**

For students requesting readmission to a College of Creative Arts after dismissal due to a failure to achieve or maintain a standard of artistic merit, the written request should contain the following items:

1. Documentation of the successful portfolio review or audition, as applicable. Portfolio reviews and/or auditions **must** be completed prior to the review of your appeals.
  - a. If you are seeking readmission to the School of Art & Design, you must contact their main office to submit a portfolio of recent artwork for review.
  - b. If you are seeking readmission to the School of Music, you must contact their main office to complete a musical audition.
  - c. If you are seeking readmission to one of the performance programs in the School of Theatre and Dance, you must contact them to complete an audition.
  - d. If you are seeking readmission to the design and technology program in the School Theatre and Dance, you must contact them to submit a portfolio for review.

2. A brief cover letter that includes all the information stated above in #1 under **Academic Suspension Appeal**
3. A **written statement** outlining your grounds for readmission. Please be sure to include all of the materials stated in #2 under **Academic Suspension Appeal** as well as any documentation that fully supports your request.
4. For situations that involve a **medical condition and/or an issue of personal health and welfare**, you should provide documentation from a healthcare professional on the professional's letterhead to support your request.
5. An unofficial **current academic transcript** printed from your WVU MIX account.

### **CONTACT INFORMATION**

Appeals and requests may be submitted either by regular mail or electronically (via email) to the CCA Associate Dean at the address below. If submitting electronically, please be sure to include **all** supporting documentation as attachments.

John Hendricks, Associate Dean  
Office of the Dean, Room 308A  
P.O. Box 6111, WVU College of Creative Arts  
Morgantown, WV 26506-6111  
Email: [John.Hendricks@mail.wvu.edu](mailto:John.Hendricks@mail.wvu.edu)

### **DEADLINES**

Below is the deadline schedule for submitting appeals and requests. If you miss the deadline, your appeal or request will be held until the following semester. If your appeal or request is time sensitive, be sure to submit on or prior to the deadline.

- **Early June** for action pertaining to your upcoming Fall enrollment (requests, appeals or readmission). The exact submission date will be stated in the suspension letter you receive from the University.
- **November 1** for action pertaining to your upcoming Spring enrollment (requests, appeals or readmission).
- **April 1** for action pertaining to your upcoming Summer enrollment (requests, appeals or readmission).

Students who meet the deadline for submission of their appeal or request will receive a written response from the College of Creative Arts, Office of the Dean, by the following dates:

- **July 1** for action pertaining to your upcoming Fall enrollment (requests, appeals or readmission).
- **December 1** for action pertaining to your upcoming Spring enrollment (requests, appeals or readmission).
- **May 1** for action pertaining to your upcoming Summer enrollment (requests, appeals or readmission).

### **QUESTIONS?**

Please contact the Office of the Dean of the College of Creative Arts if you have any questions about the preparation and review of your appeal or request. [John.Hendricks@mail.wvu.edu](mailto:John.Hendricks@mail.wvu.edu)