

College of Creative Arts' Academic Appeals Committee

Policies and Procedures

(effective 11/1/12)

Statement of Purpose

The College of Creative Arts' Academic Appeals Committee is a standing College Committee that hears student requests for exceptions or appeals that relate to any University, College, or School's academic rules, regulations or policies. This includes issues associated with the dismissal and/or reinstatement from any College of Creative Arts' program.

- The overall charge of the Committee will be to uphold the academic standards of the University, College and School.
- Generally the Committee will meet to hear student appeals two to four times during the academic year. Additional meetings may be called as needed.

An opinion rendered by the Academic Appeals Committee is considered to be a fair, thorough, and final decision.

Committee Membership

The default membership of the Academic Appeals Committee will include one representative from each of the three Schools within the College and the Associate Dean.

- Each school within the College of Creative Arts has a standing Academic Appeals Committee charged with addressing matters relating to the Schools' student experience (including academic, extra-curricular, and co-curricular affairs), and promoting scholarly research.
- Each School either elects or appoints a full-time, faculty member to serve as the Chair of their respective Academic Appeals Committees.
- Part of the responsibilities of serving as Chair of the School's Academic Appeals Committee will be to also serve as the School's representative on the College's Academic Appeals Committee.
- The Academic Appeals Committee will be chaired by the Associate Dean of the College.
- The College of Creative Arts' Academic Records Officer will serve as an *ex-officio* member of the committee.
- Administrative support for the Committee will be provided by the Office of the Dean, College of Creative Arts.

Academic Appeals and Requests

Any appeal 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**. The written appeal or request is the only acceptable form of appeal 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 of the materials necessary to support an appeal or request.
- It is the responsibility of the student to present a compelling case for any appeal or exception.

The written appeal or request should contain the following items:

1. A brief cover letter that includes the following:
 - a. A succinct statement about specific nature of your request. (i.e., request for academic reinstatement after dismissal).
 - b. Your full current contact information (legal name, mailing address, e-mail, and telephone number).
 - c. Your 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.
3. An unofficial current academic current transcript printed from your MIX account.
4. 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.
5. For appeals for readmission to a College of Creative Arts' program after dismissal **because of academic probation or suspension from the University**, in addition to the written appeal, you must provide:
 - a. an official 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).

- b. 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.
6. For appeals for readmission to a College of Creative Arts' program after dismissal **due to a failure to achieve or maintain a standard of artistic merit**, in addition to the written appeal, you will need to schedule and complete either a portfolio review or audition as applicable. Portfolio reviews and/or auditions must be completed prior to the review of your appeal.
- a. If you have been dismissed and are seeking readmission to the School of Art & Design you must submit a portfolio of recent artwork for review. To set up a portfolio review, contact the main office of the School of Art and Design.
 - b. If you have been dismissed and are seeking readmission to the School of Music, you must complete a musical audition. To schedule a music audition review, contact the main office of the School of Music.
 - c. If you have been dismissed and are seeking readmission to one of the performance programs in the School of Theatre and Dance, you must complete an audition. To schedule a theatre or dance audition, contact the main office of the School of Theatre and Dance.
 - d. If you have been dismissed and are seeking readmission to the design and technology program in the School Theatre and Dance, you must submit a portfolio for review. To set up a portfolio review, contact the main office of the School of Theatre and Dance.
7. Please be sure to include all of the materials stated above as well as any documentation that fully supports your appeal or request. Incomplete packets will not be accepted.

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

William J. Winsor, Associate Dean
Office of the Dean
P.O. Box 6111, 308-A Creative Arts Center
College of Creative Arts
West Virginia University
Morgantown, WC 26506-6111

Email: William.Winsor@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 meeting convened for the following semester. If your appeal or request is time sensitive, be sure to submit on or prior to the deadline.

- June 6 for action pertaining to your upcoming Fall enrollment (requests, appeals or readmission).
- 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).

Decisions and Responses

An opinion rendered by the Academic Appeals Committee is considered to be a fair, thorough, and final decision.

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 6 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).

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.

Students should also read West Virginia University's *Probation, Suspension, and Expulsion Policy* available in the current copy of the WVU Catalog.