

## E. Withdrawal From University

Students who choose to withdraw officially from University should contact the Registrar's Office. The student will be assisted in notifying the various offices of the University, including Residence, Financial Services, and the professors. The effective date of withdrawal is the date on which the Registrar accepts the withdrawal. A student who withdraws may be entitled to a partial refund of tuition fees.

## F. Academic Appeal Procedures

In any academic appeal procedure, the University is committed to the principles of natural justice. The officers and committees of the University will hear the appeal in a fair and impartial manner, with due respect for the parties' rights and sensitivities. There are two Senate committees that deal with student appeals: the Senate Admissions and Academic Standing Committee and the Senate Student Academic Grievance Committee. The Senate Admissions and Academic Standing Committee decides appeals related to admissions; academic standing; and academic regulations of the University. The Senate Student Academic Grievance Committee decides appeals related to academic misconduct; final grades; and all other academic matters. Students who wish to appeal may do so by submitting a written appeal care of the Admissions Office (for appeals related to admission) or the Registrar's Office (for all other academic appeals) to the appropriate committee. Appeal procedures are described below.

### **Appeal of Admission Decisions**

The evaluation of the various documents and the decision concerning the acceptance of an applicant for admission rests with the Admissions Office. An appeal of that decision may be submitted care of the Admissions Office to the Senate Admissions and Academic Standing Committee. For more detailed information about the appeal procedure, students may contact the University Admissions Office.

### **Appeal of Academic Dismissal**

Students who wish to appeal their academic dismissal from the University may do so by submitting a written appeal care of the Registrar to the Senate Admissions and Academic Standing Committee. Appeals should be based on substantial medical or compassionate reasons with supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

### **Appeal to be Re-admitted to the University after Academic Dismissal**

Students who seek readmission after having been asked to withdraw must apply in writing to the Admissions Office. Such applications are subject to the guidelines of the Senate Admissions and Academic Standing Committee. In cases of readmission, special conditions for entry, course load and GPA performance may be required. Students who have been required to withdraw from the University will not be granted credit for any courses taken while required to be away from the University. For more detailed information about the appeal procedure, students may contact the Admissions Office.

### **Appeal for Exemptions to Academic Regulations**

Any petitions from students who seek exemption from the academic regulations of the University are to be submitted to the Registrar's Office. The Senate Admissions and Academic Standing Committee advises the Registrar's Office on these petitions. Students seeking an

exemption for substantial medical or compassionate reasons will be required to provide supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

### **Appeal of Final Grade in Course**

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade;
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible;
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with other professor(s) appointed by the Chair (**Note: when the appeal concerns the Chair, the Dean shall act as Chair**);
4. If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects; the decision of the Committee will be final.

### **Other Academic Appeals (not covered above)**

The normal sequence of procedures for students to follow in an academic appeal of matters not described above is:

1. to discuss the matter with the professor concerned (if any); if no satisfactory agreement is reached;
2. to discuss the matter with the Chair of the Department concerned (if any); if no solution is reached,
3. to appeal to the Senate Student Academic Grievance Committee which will review the matter in all its aspects; the decision of the Committee will be final.

**Note: Appeal procedures related to Academic Misconduct are described in Section 7D.**

## G. Scholarship Renewal for Study Abroad

### **Scholarship Renewal Policy for Students Participating in a St. Thomas University Exchange Program**

Students who study at another university as a participant in an official St. Thomas University exchange program, while paying tuition fees to St. Thomas University, may hold their renewable scholarships during the exchange program study period, provided they have met all the normal requirements for scholarship renewal.

Students who successfully complete 24 credit hours during the academic year in which they are on exchange will be considered, by the Registrar's Office, for the renewal of their scholarships. The decision to renew the scholarship will be based on course-work taken during the academic year (September to April) in which the exchange program study period took place. Students who complete fewer than 24 credit hours during their exchange program year of study are not eligible for renewal of their scholarships. *Note: The annual grade point average is calculated on the total number of credit hours taken during the academic year, not the best 24 credit hours.*