

Utica College
Academic Standards Committee
Policies and Procedures
Revised September 2017

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Description of the Committee

From the Faculty Senate By-Laws

The Academic Standards Committee shall review and recommend on matters related to academic standards, including but not limited to, academic credit, grading, and academic standing of students. The Faculty Senate may establish a separate committee to review and recommend on matters related to graduate academic standards, including but not limited to, academic credit, grading, and academic standing of students.

Specific Function and Authority: Specific Function and Authority: shall initiate, review, and report and recommend to the Faculty Senate admissions standards and procedures, standards governing the transfer of credit from other institutions, standards for honors and probation, regulations affecting any aspect of academic standing such as, but not limited to, attendance, withdrawal, eligibility and advanced credit; review the records of, and take appropriate action on, students having academic deficiencies; review and take action on instances of academic or intellectual dishonesty; and receive, study and/or initiate action in regard to any academic or pedagogical matters that are of concern to the College.

Membership: shall consist of five (5) faculty or professional librarians elected by members of the Faculty Senate; two (2) students selected by the Student Senate; and one (1) graduate student appointed by the Graduate Studies Committee. The Dean of the Faculty (or a representative of the Dean), the Registrar, and the Director of Student Development shall be non-voting members.

Officers: shall elect a chair and a secretary.

Meeting Times

Academic Standards Committee meets from 11:30 – 12:30 on Wednesdays during the semester. In addition, on Wednesdays that are not reserved for Faculty Senate, the time slot from 3:30 – 5:00 is held open for hearings. Meetings to consider probations and dismissals are held after the end of the Fall and Spring Semester. Meetings to consider appeals are customarily held 2 – 3 weeks later.

Minutes and Agenda

Minutes of regularly scheduled meetings of Academic Standards Committee will be posted on the College's server in a dedicated folder.

An agenda will be distributed to members of the committee in advance of the meeting, but not posted on the server.

New Members

The period of service for members of the academic standards committee runs from August 1st to June 1st with the expectation that committee members will attend the summer meetings to decide on probations/dismissals and appeals. New faculty and student members of the committee are selected during the spring semester of the academic year and are invited to attend the summer meetings as non-voting guests.

Student Participation

Student participation is essential to the proper functioning of ASC. At the first April meeting, current ASC members will propose new student members for the coming year so as to ensure prompt replacement of anyone leaving the committee. As appropriate, the Chair of the Academic Standards Committee, the Executive Director of Student Success, or the representative of the Provost will notify nominated students and will meet with each interested student for a brief orientation and vetting, as necessary. Nominated students may not be on academic probation and should not be in a class taught by a member of the committee. Nominated students need to be ratified by the student senate. The graduate student member must be appointed by the Graduate Studies Committee. In the event that a student finds it necessary to resign from the committee, this same procedure will be followed.

Recusal

Any member of the committee who has a substantial involvement in a case brought before the committee shall recuse him or herself from the committee's deliberations of the case. Substantial involvement is a significant level of involvement which could lead to the appearance of a conflict of interest. Examples include being the faculty member who

initially reported a case of academic dishonesty that is being heard by the committee, a member of the committee who is a relative of one or more of the parties bringing a case before the committee, or a member of the committee who is involved in a significant dispute with one of the parties bringing the case before the committee.

Action During the Summer or Winter Break

After the final appeals meeting of the spring semester, regular committee meetings are not held until the fall term commences. Committee meetings are not normally scheduled during winter break. Academic appeals or petitions for specific students that require timely action during these breaks shall be handled by the Provost, consulting with the Associate Provost, the Executive Director for the Office of Student Success, and the Chair of the Academic Standards Committee (ASC). Decisions regarding policies or other matters falling under the scope of the ASC that require a timely decision during break will be addressed to the Chair of the ASC to determine the next course of action.

Authority Delegated to the Executive Director of Student Success

In time-sensitive matters certain decisions may be made by the Executive Director of Student Success (EDOSS) in accordance with well-established precedent and/or electronic consultation with the committee and/or chair. Specific authority delegated by Academic Standards Committee to the (EDOSS) includes:

- The EDOSS may waive the residency requirement for a student who has fewer than 10 credit hours left to graduate (or 11 if a lab course is involved.)
- The EDOSS may instruct the registrar to change a grade of F to AW where there is clear evidence that the student never attended the class beyond the last day of the add/drop period.
- The EDOSS may deny a student petition in cases where the petition is either specious or the request is for a non-petitionable matter.
- The EDOSS may grant a petition to graduate with honors when a student is within 3 credits of satisfying the requirements.
- The EDOSS may grant student athletes permission to participate on their athletic team if their overall GPA is within 0.01 of the threshold for athletic eligibility.

Office Responsibilities

The Academic Affairs office handles all matters related to academic dishonesty and academic dismissal. The Office of Student Success

handles all other student academic appeals including grade appeals, athletic eligibility, and residency waivers.

Authority Delegated to the Dean of Graduate Studies

In time-sensitive matters certain decisions may be made by the Dean of Graduate Studies in accordance with well-established precedent and/or electronic consultation with the committee and/or chair. Actions taken by the Dean of Graduate Studies will be reported to the committee at the next scheduled meeting. Specific authority delegated by the Academic Standards Committee to the Dean of Graduate Studies includes:

- Review of winter and summer session 8 week graduate probation and dismissals.

Probations and Dismissals Meetings

Meetings to consider students for probations and dismissals based on a lack of academic progress are held after the end of the fall and spring semester and before the start of winter or summer classes. Meetings to consider appeals are customarily held 2–3 weeks later.

Prior to the meeting the registrar prepares a series of reports. These are:

- ☐ The undergraduate students (including non-matriculated students) whose GPA is below a 2.0
- ☐ The graduate students who meet the criteria for a warning letter or dismissal.
- ☐ The graduate students who have one or more grades of "Incomplete."

Decisions on students are indicated by a code:

- P1 Probation for an undergraduate student, either for the first time or with a previous semester not having been on probation.
- P2 Probation for an undergraduate student who was also on probation the previous semester
- CP Continuing Probation for an undergraduate student. Although the student earned a semester average of 2.00 or better, the cumulative GPA remains below a 2.00
- D1 First dismissal for an undergraduate student.
- D2 Second dismissal for an undergraduate student
- NR Blocked registration – the student may not register until he or she has met with Director of Student Success.
- NA No Action
- GS A graduate student in good standing.
- G1 First warning to a graduate student
- G2 Second warning to a graduate student
- GC2 Probation for two grades of C

- GF Probation for grade of F
- GInc Warning for grade of Incomplete
- GD Dismissal for a graduate student.
- DP Dismissed by program

The dismissal parameters historically applied to first semester freshmen and transfers are:

- D1 A full-time student with a semester average between 0.00 and 0.50
- NR A full-time student with a semester average between 0.51 and 1.00
- P1 A full-time student with a semester average between 1.01 and 1.99

Part time students who registered for 6 credit hours or fewer and have a GPA between 0.00 and 1.99 typically receive a P1

Continuing undergraduate students are placed on probation when their cumulative GPA falls below a 2.00. Dismissal is considered when their grade point deficiency exceeds 11.0 points. The grade point deficiency is the number of credits with a grade of B a student would need to earn, assuming no other grades drop below a C, to bring the student's GPA up to a 2.00.

If a student successfully appeals a first dismissal (D1) then the next dismissal will also be considered a first dismissal (D1).

Other codes used by the committee include:

- R1 Readmitted after a first dismissal
- R2 Readmitted after a second dismissal
- J Student with a judicial record.

Graduate Student Warning and Dismissal Procedures

A letter of warning will be issued to any student who receives a grade of B-. The student will be placed on academic warning. A second letter of warning will be issued to a student who receives a second grade of B-. A copy of any letter of warning will go to the student's adviser.

A letter of probation will be issued to any student who receives a grade of F or WF, two grades of C, or falls below an overall GPA of 3.0 after 6 credit hours are completed. The student will be placed on probation and must retake the course, or an equivalent course as approved by the program chair, and earn a grade of B or better in the next semester. If the course is not offered in the next semester, the student may, with the approval of the program chair, remain as an active student and take courses appropriate to his/her course of study. However, the student must retake the failed course the next time it is offered and earn a grade of B or better. Failure to achieve a B on retaking the course will result in

dismissal from the program. The student is allowed to retake the course only once. Note that replacing the F/WF with a grade of B or better only affects the student's GPA. The F/WF will remain on the transcript and will be considered part of the student's overall record of performance.

A letter of dismissal will be issued to any student who has a GPA of less than 3.0 after having completed 18 (eighteen) credit hours, or who receives 3 (three) grades of C or lower, or a second grade of F/WF. The student will be dismissed. This dismissal decision may be appealed to the Academic Standards Committee. Students who wish to appeal should consult with Office of Student Success. A second dismissal is considered to be a permanent separation from the college.

In addition, letters are sent to any graduate student who has a grade of I (incomplete) at the time of the probations and dismissals meeting. This letter explains that it is the responsibility of the student to ensure that the outstanding work is completed in a timely manner, and alerting the student to the fact that, if a grade of incomplete becomes an F, he or she will be dismissed from the program.

Graduate Readmission Criteria

Students who are dismissed for lack of academic progress from a graduate program at UC may apply for admission to UC, to either the program from which they were dismissed or another at the College. However, this is a new application and must be treated as such.

A student who is dismissed from UC for lack of academic progress and who is admitted into UC in the same program must repeat and pass the failed course(s) before taking additional courses.

A student who is dismissed from UC for lack of academic progress and who is admitted into UC in a different program may transfer courses to the new program at the discretion of the department and within the rules in the graduate catalog governing the transfer of courses.

Given the immense amount of overlap between the courses required for different education programs, and the fact that there is a distinction between the degree a student earns and the certification for which they are eligible, the education programs are treated as tracks within a single program. This means that lack of academic progress in any course applies to all tracks.

When a candidate is admitted into a new program within the education department, Utica College courses that were completed as part of the old program automatically transfer to the new program. When calculating cumulative GPA all courses taken at Utica College apply.

Retroactive Satisfaction of Core Requirements

The Utica College catalog says that "Transfer students matriculating with an associate's degree or 57 credits from a 4-year institution will be exempt from Components One and Two of General Education Core." The Academic Standards Committee and the Office of the Registrar have always interpreted that rule to mean that a student may not matriculate into UC with an Associate's degree almost complete and then transfer courses (from either UC or another institution) into the associate's degree granting institution thereby completing an associate's degree and becoming exempt from general education core. The bottom line is that a student's status vis-à-vis General Education Core is established at the time of matriculation into Utica College.

In the case that a student leaves Utica College, completes an associate's degree, and then reapplies to UC, General Education would be waived. It is the student's status as of the most recent matriculation into UC that counts.

From time to time the Academic Standards Committee hears petitions from students asking to be exempt from this rule. Appeals of this type are dealt with according to the committee's guidelines and consistent with past practices.

Committee guidelines

Appeals to allow a student to achieve an associate's degree after matriculation at UC and therefore be exempt from General Education Core are typically granted only when

- (a) the student is 8 credit hours or fewer away from achieving the degree when they enter UC and
- (b) the degree is achieved within a year of matriculating into UC.

Satisfying these two conditions does not guarantee that the appeal will be granted, but failing to satisfy them will (except in extraordinary circumstances) prejudice the appeal.

Processes and Sanctions for Academic Dishonesty

- When academic dishonesty (cheating or plagiarism) is detected by a faculty member, the faculty member determines the appropriate sanction.
- Sanctions that can be imposed by the faculty member include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade sanctions must be recommendations on the part of the department to the dean of the relevant academic division.
- The faculty member informs the student in writing using the form letter on the Information for Faculty website at <http://www.utica.edu/academic/intellectualdishonesty.cfm>
- The faculty member submits a copy of the letter to the Office of Academic Affairs with supporting materials.

- If the student wishes to appeal the sanction, he or she may do so within the time period prescribed and in accordance with the directions on the form letter.
- If the student requests an Academic Dishonesty Hearing, he or she must have all supporting materials prepared and submitted to the Office of Academic Affairs within the time period described in the form letter. If the student chooses to have an advocate, he or she should do so in advance of the hearing.
- Student appeals are directed to the Office of Academic Affairs.
- Academic Affairs notifies the Chair of the Academic Standards Committee and prepares packages of materials for consideration by the committee.
- Appeals packages contain the original letter from the faculty member and supporting materials, together with the student's letter of appeal and any other relevant materials.
- The Academic Standards Committee reviews the materials and can decide to:
 - Render a decision based on the written material,
 - Request additional written materials, or
 - Schedule a hearing for a later date. Appeals hearings are conducted in accordance with the Process for an Academic Dishonesty Hearing.

Repeat Instances of Intellectual Dishonesty

When a student has committed multiple acts of academic dishonesty, as detected by either the faculty member or by the office of Academic Affairs, the Provost will refer the matter to the Academic Standards Committee.

Procedures for handling repeat instances of intellectual dishonesty by the same student are as follows:

1. The faculty member submits a report of intellectual dishonesty to the Office of Academic Affairs.
2. Academic Affairs checks to see if this is a repeat offense. A repeat offense may occur on different assignments in the same class or in different classes.
3. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to Academic Standards Committee for review. See letter in Appendix 1 which includes a solicitation for additional material from the student.
4. Academic Affairs collects relevant material from the faculty member, including syllabi, and assignment sheets.
5. Academic Affairs receives any materials submitted by the student.
6. Academic Standards Committee convenes a meeting to review the cases. The Associate Provost brings the collected material to the meeting.
7. Following the meeting the Chair of the Academic Standards Committee informs the student in writing of the committee's decision.
8. Any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Sanctions Other Than Work or Grade Sanctions

- An academic department may feel it is appropriate to recommend sanctions other than work or grade sanctions, for instance suspension or expulsion from the College.
- If the department wishes to recommend such sanctions, the department must make the recommendations in writing to the dean of the academic division.
- If the dean concurs with the recommendation, the dean will forward the recommendations to the Associate Provost.
- The Associate Provost will ask the Academic Standards Committee for a review of the case and make recommendations.
- Until the Associate Provost has decided, the sanctions are recommendations only.

Process for an Academic Dishonesty Hearing

The hearing process is confidential, non-confrontational, and non-adversarial. It is conducted in a manner that seeks to understand the facts and arrive at a just decision. Witnesses before the committee are not permitted to directly cross-examine each other. The Chairperson of the Academic Standards Committee, or appointed designee, presides over the hearing. An audio recording of the proceedings is kept. The procedure is as follows:

1. The Committee is convened and the members independently review the packet of information which has been assembled for them by the Office of Academic Affairs. There is no discussion of the materials at this time. The materials consist of all student records and relevant correspondence and responses as well as any supporting documentation that the student or the faculty member feels is relevant to the case. The student has full and complete access to this information prior to the hearing.
2. After a review of the materials, the student and faculty member are asked to sit with the committee and the hearing commences.
3. The Chairperson explains the intent and purpose of the hearing as well as the procedures that will be followed; the members introduce themselves for the record.

4. The student, who is allowed to bring an advocate from the college community, is offered the opportunity to make a statement for the record.
5. Following the student's statement, the members of the committee may ask the student questions for the purpose of gaining clarity.
6. The Chairperson then asks the faculty member if she or he would like to make a statement.
7. Following the statement by the faculty member, the committee may ask questions of the faculty member.
8. The committee members may ask follow-up questions of either the student or the faculty member at this time.
9. After the members have concluded their questioning, the student and the faculty member are excused. The student is given the opportunity to wait for the committee's decision.
10. After the witnesses have been excused, the committee will deliberate and reach a decision in a manner consistent with committee procedures.
11. Following the decision, the Chairperson and another member of the committee inform the student of the decision in person if the student has elected to wait.
12. A letter to the student from the Chairperson informing the student of the decision will be sent on the next business day, a copy going to the faculty member, the Office of Academic Affairs, and the Registrar.

Appendix 1 –Probation/Dismissal Letters to Students

Undergrad P1 Letter (First Time Probation)

Date

Mr./Ms. FIRST LAST
STREET
CITY, ST ZIP

BANNER ID#

RE: Academic Probation

Dear Mr./Ms LAST;

The Utica College Academic Standards Committee has reviewed your academic record and has placed you on **Academic Probation** because your cumulative average is below 2.0. This probation, due to the serious deficiencies in your scholastic performance, requires that you must achieve at least a 2.0 average by the end of the next semester at Utica College in order to continue as a matriculated student. You may not take any courses under the pass/fail option, and you may not incur any incompletes for the semester. Failure to meet these conditions or otherwise show academic improvement is likely to result in your dismissal from the College when the Committee again reviews your record next semester.

Students on probation are limited to 12 credit hours. If you are currently registered for more than 12 credit hours in the upcoming semester, you must make an appointment with your academic adviser to decide which credits you will drop.

It is our sincere hope that you will be able to meet these probationary requirements and place yourself in good academic standing this semester. Toward this end, please make an appointment with a staff member in the Office of Student Success at (315) 223-2555.

Sincerely,

Provost and Senior Vice President for Academic Affairs

cc: Registrar's Office
School Office for PLUG IN PROGRAM FIELD

Undergrad Probation – P2 (Second Time Probation)

DATE

Mr./Ms. FIRST LAST
STREET
CITY, ST ZIP

Banner ID#:

Dear Mr./Ms. LAST:

The Utica College Academic Standards Committee has reviewed your academic record and has continued you on **Academic Probation** because your cumulative average is below 2.0. This probation, due to the serious deficiencies in your scholastic performance, requires that you must achieve at least a cumulative 2.0 average by the end of your next semester. You may not take any courses under the pass/fail option, and you MAY not incur any incompletes for the semester. *Failure to meet these conditions or otherwise show academic improvement is likely to result in your dismissal from the College when the Committee again reviews your record next semester.*

Students on probation are limited to 12 credit hours. If you are currently registered for more than 12 credit hours in the upcoming semester, you must make an appointment with your academic advisor to decide which credits you will drop.

It is our sincere hope that you will be able to meet these probationary requirements and place yourself in good academic standing this semester.

Sincerely,

Provost and Senior Vice President for Academic Affairs

cc: Registrar's Office
School Office for PLUG IN PROGRAM FIELD

UNDERGRADUATE NR LETTER (Blocked Registration)

DATE

Mr./Mrs. FIRST LAST NAME

ADDRESS

CITY, STATE ZIP

Banner ID#:

RE: Blocked Registration

Dear Mr./Mrs. LAST NAME,

The Academic Standards Committee has reviewed your academic record and has blocked your registration for the upcoming semester. The Committee has decided that before you are allowed to return to Utica College you must speak with Mr. Richard Racioppa, Executive Director for Student Success, to discuss your academic performance last semester **and whether or not you should continue your studies at this time. If you are permitted to complete your registration, there may be some conditions placed on your study here.** *Even if you have already scheduled courses for next semester, you will not be allowed to attend classes until you have met with Mr. Racioppa.*

In preparation for this conversation, please write or email Mr. Racioppa regarding your desire to continue at Utica College. The College expects its students to maintain acceptable standards of academic progress. In your letter, therefore, indicate any extenuating circumstances that might explain your poor academic performance and how you plan to do better next semester. He must receive your letter or email by **12:00 noon on DAY MONTH YEAR**. You may email him at rraciop@utica.edu. Please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

After your letter has been received, Mr. Racioppa will contact you to schedule an appointment. Additionally, severe deficiencies in your academic record may have caused you to lose financial aid. If you have questions or concerns about this, contact the Student Financial Services Office at (315)792-3179.

Please give this important matter your careful and urgent attention.

Sincerely,

Provost and Senior Vice President for Academic Affairs

cc: Registrar's Office

Executive Director for Student Success

School Office for PLUG IN PROGRAM FIELD

UNDERGRAD CONTINUED PROBATION LETTER

DATE

Mr.Ms. FIRST, LAST
STREET
CITY, ST ZIP

Banner ID#:

RE: Continued Academic Probation

Dear Mr./Ms. LAST;

The Utica College Academic Standards Committee has reviewed your academic record and you officially remain on **Academic Probation**. We have noted the improvement in your scholastic performance and urge you to continue your efforts to remove your academic deficiencies.

However, because your cumulative average is below 2.0, you must achieve at least a cumulative 2.0 average by the end of your next semester. Continued probation also requires that you may not take any courses under the pass/fail option, and you may not incur any incompletes (grades of "I") for the semester. Failure to meet these conditions may result in your dismissal from the College.

Students on probation are limited to 12 credit hours. If you are currently registered for more than 12 credit hours in the upcoming semester, you must make an appointment with your academic advisor to decide which credits you will drop.

It is our sincere hope that you will be able to meet these probationary requirements and place yourself in good academic standing this semester. Toward this end, please make an appointment with a staff member in the Office of Student Success at (315) 223-2555.

Sincerely,

Provost and Senior Vice President for Academic Affairs

cc: Registrar
School Office for PLUG IN PROGRAM FIELD

UNDERGRAD D1 LETTER FALL (First Dismissal)

Date

Mr./Ms. FIRST LAST

STREET

CITY, ST ZIP

BANNER ID#

RE: Academic Dismissal

Dear Mr./Ms. LAST;

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record, and find that your grades for the past semester as well as your total academic record do not meet our expected standards. As a result, the Committee has determined that you may not continue as a student at Utica College at this time.

Under the policy approved by the Faculty Senate, any matriculated Utica College student dismissed for academic reasons will not be permitted to take any courses at Utica College until at least one regular semester has elapsed without enrollment. After that period of time, you are eligible to apply for readmission. If you are currently enrolled in a course that has already begun, your registration will be cancelled. Information pertinent to conditions of dismissal and readmission may be found in the Utica College catalog. Please note, dismissal from the college voids your right to reside in campus housing and precludes your membership or participation in any clubs or groups as listed under the Student Activities section of the Utica College catalog.

If you elect to apply for readmission after the designated time period, it is our sincere hope that you then will be prepared and committed to work to your full academic potential. Readmission, however, is not automatic, and it would be helpful to your application if you can provide evidence of successful coursework at another institution. Please understand, however, that studying at another institution is not a requirement for readmission.

If you paid for the student health insurance in the fall, your student health insurance coverage will be expiring on January 31, 201????, as you were charged for only the first 6 months of coverage. You may extend your health insurance by contacting Haylor, Freyer and Coon at 1-800-289-1501 by January 31, 201????.

If you wish to appeal this decision, your appeal must be submitted in writing addressed to the Academic Standards Committee prior to **12:00 p.m. on ???day, January ??, 201??**. The Academic Standards Committee will then review the written material you submit and render a final decision. The review process does not include an appearance by the student. If you submit an appeal, you will be notified of the outcome in writing and by e-mail to your UC e-mail address. You may e-mail your letter of appeal to the Office of Academic Affairs at provost@utica.edu or fax your letter to 315-792-3702. If you choose to e-mail your appeal please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

If you have any questions about your situation, please feel free to contact this office.

Sincerely,

Senior Associate Provost

cc: Registrar

Executive Director for Student Success

School Office for PLUG IN PROGRAM FIELD

Revised September 2017

UNDERGRADUATE D2 LETTER FALL (Second Dismissal)

Date

Mr./Ms. FIRST LAST
STREET
CITY, ST ZIP

BANNER ID#

RE: Second Academic Dismissal

Dear Mr./Ms. LAST;

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record. As you are aware, you did not meet the stipulation of "better than a 2.0 average" stated in your last probation letter. The Committee, therefore, has recommended your dismissal from Utica College. Inasmuch as you have been readmitted once and this will constitute your second dismissal from the College, you will not be permitted to re-enroll. Please note, dismissal from the college voids your right to reside in campus housing and precludes your membership or participation in any clubs or groups as listed under the Student Activities section of the Utica College catalog.

If you paid for student health insurance in the fall, your student health insurance coverage will be expiring on January 31, 201???, as you were charged for only the first 6 months of coverage. You may extend your health insurance by contacting Haylor, Freyer and Coon at 1-800-289-1501 by January 31, 201???.

In very rare instances, this decision may be appealed. If you have any additional information which the Committee did not have access to at the time it made this determination, and which you feel could have influenced their decision, you may submit an appeal in writing addressed to the Academic Standards Committee. It must be received no later than **12:00 noon on ??day, January ??, 201?.** You may e-mail your letter of appeal to the Office of Academic Affairs at provost@utica.edu or fax it to 315-792-3702. Please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

If you have any questions about your situation, please feel free to contact this office.

Sincerely,

Senior Associate Provost

cc: Registrar
Executive Director of Student Success
School Office for PLUG IN PROGRAM FIELD

UNDERGRADUATE D1 LETTER SPRING (First Dismissal)

DATE

Mr./Ms. FIRST LAST
STREET
CITY, ST ZIP

Banner ID#:

RE: Academic Dismissal

Dear Mr./Ms. LAST;

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record, and find that your grades for the past semester as well as your total academic record do not meet our expected standards. As a result, the Committee has determined that you may not continue as a student at Utica College at this time.

Under the policy approved by the Faculty Senate, any matriculated Utica College student dismissed for academic reasons will not be permitted to take any courses at Utica College until at least one regular semester has elapsed without enrollment. After that period of time, you are eligible to apply for readmission. If you are currently enrolled in a course that has already begun, your registration will be cancelled. Information pertinent to conditions of dismissal and readmission may be found in the Utica College catalog. Please note, dismissal from the college voids your right to reside in campus housing and precludes your membership or participation in any clubs, groups, or athletic teams as listed under the Student Activities section of the Utica College catalog.

If you elect to apply for readmission after the designated time period, it is our sincere hope that you will be prepared and committed to work to your full academic potential. Readmission, however, is not automatic, and it would be helpful to your application if you can provide evidence of successful coursework at another institution. Please understand, however, that studying at another institution is not a requirement for readmission.

If you wish to appeal this decision, your appeal must be addressed to the Academic Standards Committee and submitted in writing to the Office of Academic Affairs prior to **12:00 p.m. (noon) on DATE, MONTH, YEAR**. The Academic Standards Committee will then review the written material you submit and render a final decision. The review process does not require you to appear before the Committee. If you submit an appeal, you will be notified of the outcome in writing and by e-mail to your UC e-mail address. You may e-mail your letter of appeal to the Office Academic Affairs at provost@utica.edu or fax your letter to 315-792-3702. If you choose to e-mail your appeal please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

If you have any questions about your situation, please feel free to contact my office.

Sincerely,

Senior Associate Provost

cc: Registrar
Executive Director for Student Success
School Office for PLUG IN PROGRAM FIELD

Revised September 2017

UNDERGRADUATE D2 LETTTER SPRING (Second Dismissal)

Date

Mr./Ms. FIRST LAST
STREET
CITY, ST ZIP

BANNER ID#

RE: Second Academic Dismissal

Dear Mr./Ms. LAST;

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record. As you are aware, you did not meet the stipulation of "better than a 2.0 average" stated in your last probation letter. The Committee, therefore, has recommended your dismissal from Utica College. Inasmuch as you have been readmitted once and this will constitute your second dismissal from the College, you will not be permitted to re-enroll. Please note, dismissal from the college voids your right to reside in campus housing and precludes your membership or participation in any clubs or groups as listed under the Student Activities section of the Utica College catalog.

In very rare instances, this decision may be appealed. If you have any additional information which the Committee did not have access to at the time it made this determination, and which you feel could have influenced their decision, you may submit an appeal in writing addressed to the Academic Standards Committee. It must be received no later than **12:00 noon on DATE, MONTH, YEAR.** You may e-mail your letter of appeal to the Office of Academic Affairs at provost@utica.edu or fax it to 315-792-3702. Please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

If you have any questions about your situation, please feel free to contact this office.

Sincerely,

Senior Associate Provost

cc: Registrar
Executive Director of Student Success
School Office for PLUG IN PROGRAM FIELD

Intellectual Dishonesty Reporting Letter

To: *Student, Banner ID#*

From: *Faculty member*

Re: *Academic Dishonesty*

Date:

This letter is to inform you that on *(date)* in *(class)* you *(details of student action)* which violates Utica College's policy on Academic Honesty, which can be found in the course catalog.

As a result of your actions, you will *(details of action)*.

A copy of this letter is being sent to the Office of Academic Affairs. If this is the first such offense no further action will be taken, although the letter will remain in your file and specific academic programs may impose additional sanctions. The Provost and Vice President for Academic Affairs will refer any repeat offense, or any particularly egregious first offense, to the Academic Standards Committee for further review. It is possible that the committee may recommend a more severe penalty than that assigned above.

If you wish to appeal this sanction, you must do so in writing to the Academic Standards Committee within 14 days of the date of this letter. If you require assistance in preparing your appeal, you should consult with Richard Racioppa, Executive Director of Student Success. The office of Student Success is located in Room 122 White Hall, ph: (315) 223-2555.

Your appeal to the Academic Standards Committee must be made in writing and be addressed to the Academic Standards Committee, c/o The Office of Academic Affairs, Utica College, 201 DePerno Hall, 1600 Burrstone Road, Utica, NY 13502, or via email to provost@utica.edu.

Copies: Office of Academic Affairs
 Student
 Faculty Member

Intellectual Dishonesty (Second Offence)

DATE

Mr/Ms NAME

ADDRESS

CITY, STATE, ZIP CODE

Banner ID #0000000000

Dear Mr./Ms:

The Office of Academic Affairs has been informed of a second instance of intellectual dishonesty on your record. In accordance with the current Utica College catalog, this matter is being referred to the Academic Standards Committee for review. Please be advised that the Committee may impose a more severe penalty than that which was assigned by the faculty member.

If you have materials which you feel the Committee should consider, you may appeal to the Academic Standards Committee in writing no later than **seven (7) days** from the date of this letter. After this window of time closes, your case will be reviewed by the Committee at their next meeting. Appeals may be sent to my office by email to provost@utica.edu or fax to (315) 792-3702.

Sincerely,

Senior Associate Provost and Dean for Graduate Studies

cc: Professor Tyson Kreiger, Chair, Academic Standards Committee
Richard Racioppa, Executive Director for Student Success
Prof. NAME, Faculty Adviser
PROFESSOR(S) WRITING THE LETTER(S)

Intellectual Dishonesty Appeal (Appeal Denied)

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

ID# 0000000000

RE: Academic Dishonesty Appeal

Dear Ms/Mr. NAME:

The Academic Standards Committee has reviewed your appeal of the academic dishonesty sanction you received in CLASS during the SPRING/FALL YEAR semester. The Committee carefully reviewed all the materials submitted and determined that the sanction imposed by Professor NAME was fair. Your appeal has been denied and your record will continue to show PENALTY IMPOSED.

Though it is unlikely that he will overturn the decision of the Committee, you have the right to appeal to the Provost of Utica College. If you wish to appeal this decision, and have any **additional** materials which you did not present in your appeal to the Committee that you believe should be considered by the Provost, you may appeal in writing to John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs. You may email your appeal to provost@utica.edu, or fax it to (315) 792-3702. Your letter of appeal must be received within **seven (7) days** of the date of this letter. Before filing an appeal, you are encouraged to consult the Office of Student Success (315) 223-2555 for assistance in preparing your appeal.

Sincerely,

Chair, Academic Standards Committee

cc John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs
 Registrar's Office
 Richard Racioppa, Executive Director for Student Success
 Professor NAME
 Professor NAME, Academic Adviser

Intellectual Dishonesty Appeal 2nd Offence (Appeal Denied)

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

ID# 0000000000

RE: Academic Dishonesty

Dear Ms/Mr. NAME:

The Academic Standards Committee has reviewed the academic dishonesty sanction you received in CLASS during the SPRING/FALL 201X semester. As this was your second instance of academic dishonesty, the Committee also reviewed the sanction you received in CLASS during the FALL/SPRING YEAR semester. After careful review of all materials, the Committee has voted to deny your appeal. The sanctions already imposed by each professor will stand. In addition, the Committee has imposed the following:

- SANCTION (Ex. You will be dismissed from Utica College, effective immediately.)

Though it is unlikely that he will overturn the decision of the Committee, you have the right to appeal to the Provost of Utica College. If you wish to appeal this decision, you must do so in writing within **seven (7) days** of the date of this letter. You may email your appeal to John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs to provost@utica.edu, or fax it to (315) 792-3702. You are encouraged to consult the Office of Student Success (315) 223-2555 for assistance in preparing your appeal.

Sincerely,

Chair, Academic Standards Committee

cc. John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs
Registrar's Office
Richard Racioppa, Executive Director for Student Success
NAME, Faculty Adviser
Professor NAME (Professor Imposing most recent sanction)

Undergraduate Appeal of Academic Dismissal (Appeal Granted)

DATE

Mr./Ms NAME

ADDRESS

CITY, STATE ZIP CODE

Banner ID# PLUG IN BANNER CODE FIELD

Re: Appeal of Academic Dismissal - Granted

Dear Mr./Ms:

Your appeal for readmission to Utica College has been approved.

Because your previous cumulative average falls below 2.0, you are readmitted on probation, and your registration will be limited to 12 hours (13 if one course is a lab).

The probation, due to the serious deficiencies in your scholastic performance, requires that you must achieve better than a 2.0 average during your next semester at Utica College. Additionally, you may not incur any incompletes for the semester nor take courses on the pass/fail option. Failure to meet these conditions may result in your dismissal from the College.

This letter does not take into consideration your financial aid eligibility. For that information, please contact the Student Financial Services Offices at 315-792-3179.

We strongly urge you to avail yourself of the academic support opportunities that might assist you in improving your performance.

Please let me know if there are other ways in which the College may assist you to regain full academic standing.

Sincerely,

Chair, Academic Standards Committee

cc: Registrar
Student Financial Services
School Office

Undergraduate Appeal of Academic Dismissal (Appeal Denied)

DATE

Mr./Ms NAME

ADDRESS

CITY, STATE ZIP CODE

Banner ID# 0000000000

Re: Appeal of Academic Dismissal – Denied

Dear Mr./Ms:

Your letter appealing your dismissal has been reviewed by the Academic Standards Committee. The members have carefully reviewed your record and consulted with relevant advisors and faculty where possible. They are not prepared, however, to allow you to return to Utica College for next semester, and your record will continue to reflect your first dismissal.

My best advice to you is to take the time off from Utica College that the Committee requires and apply for readmission next semester. Such readmission, however, is not automatic. It would be helpful to your application if you can provide evidence of successful coursework at another institution. Please understand, however, that studying at another institution is not a requirement for readmission.

Though it is unlikely that he will overturn the decision of the Committee, you have the right to appeal to the Provost of Utica College. If you wish to appeal this decision, and have any **additional** materials which you did not present in your appeal to the Committee that you believe should be considered by the Provost, you may appeal in writing to John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs. You may email your appeal to provost@utica.edu, or fax it to (315) 792-3702. Your letter of appeal must be received within **seven (7) days** of the date of this letter. Before filing an appeal, you are encouraged to consult the Office of Student Success (315) 223-2555 for assistance in preparing your appeal.

I wish you the best of luck in your future endeavors.

Sincerely,

Chair, Academic Standards Committee

cc: Registrar

Richard Racioppa, Executive Director for Student Success
School Office

Undergraduate Appeal of 2nd Academic Dismissal (Appeal Denied)

DATE

Mr./Ms NAME

ADDRESS

CITY, STATE ZIP CODE

Banner ID: 000000000

RE: Appeal of Second Academic Dismissal - Denied

Dear Mr./Ms NAME:

Your letter appealing your dismissal has been reviewed by the Academic Standards Committee. The members have carefully reviewed your record and consulted with relevant advisors and faculty where possible. They are not prepared, however, to allow you to return to Utica College, and your record will continue to reflect your second dismissal.

Though it is unlikely that he will overturn the decision of the Committee, you have the right to appeal to the Provost of Utica College. If you wish to appeal this decision, and have any **additional** materials which you did not present in your appeal to the Committee that you believe should be considered by the Provost, you may appeal in writing to John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs. You may email your appeal to provost@utica.edu, or fax it to (315) 792-3702. Your letter of appeal must be received within **seven (7) days** of the date of this letter. Before filing an appeal, you are encouraged to consult the Office of Student Success (315) 223-2555 for assistance in preparing your appeal.

I wish you the best of luck in your future endeavors.

Sincerely,

Chair, Academic Standards Committee

cc: Registrar's Office

Richard Racioppa, Executive Director for Student Success
School Office

Graduate Appeal of Academic Dismissal (Appeal Granted)

DATE

Mr./Ms NAME

ADDRESS

CITY, STATE ZIP CODE

ID: 000000000

RE: Academic Dismissal Appeal

Dear MR/MS NAME,

The Academic Standards Committee has reviewed your appeal carefully and consulted with relevant faculty. They have made the decision to grant your request for readmission and will permit you to return to Utica College with the following conditions:

LIST CONDITIONS

If you are not successful in completing your course with a grade of B or better (OR OTHER STIPULATIONS), you will be dismissed from the program.

I wish you the best in the successful completion of your degree.

Sincerely,

Chair, Academic Standards Committee

cc Registrar's Office
 Graduate Studies Office
 School Office

Graduate Appeal of Academic Dismissal (Appeal Denied)

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

ID: 000000000

RE: Appeal of Academic Dismissal

Dear Ms/Mr. NAME:

Your letter appealing your dismissal has been reviewed by the Academic Standards Committee. The members have carefully reviewed your record and consulted with relevant faculty where possible. They are not prepared, however, to allow you to return to Utica College, and your record will continue to reflect your dismissal.

Though it is unlikely that he will overturn the decision of the Committee, you have the right to appeal to the Provost of Utica College. If you have additional information that you feel warrants his consideration, appeals must be made in writing within **10 days** of receipt of this letter to John H. Johnsen, Ph.D., Provost and Senior Vice President for Academic Affairs at provost@utica.edu. You may also fax your letter to (315) 792-3702.

I wish you the best of luck in your future endeavors.

Sincerely,

Chair, Academic Standards Committee

cc: Registrar's Office
Graduate Studies Office
School Office