

GUIDELINES FOR APPEALING TO THE COMMITTEE ON ACADEMIC STANDARDS

To successfully appeal an academic dismissal, you must convince the Committee on Academic Standards that it is appropriate for the College to retain you as a student. You must explain the conditions that prevented you from achieving the required level of academic performance to continue at Hartwick and that you understand the causes of your shortcomings. You must also demonstrate that you know what must be done to repair your academic deficiencies and that achieving academic success is your main priority at Hartwick.

You must present your case in writing and you must address the following points in your appeal:

1. What, in your estimation, led to your academic shortcomings?
2. What changes will you make to resolve these issues and succeed academically?
3. Have there been external factors such as health problems, personal concerns or other challenges which contributed to your lack of academic success?

Please include as much pertinent information as possible to support your appeal. Be advised that this information is heard in a confidential environment and will not be shared with individuals outside of the Committee on Academic Standards.

In addition, you must also present a proposal for the conditions of your continuance at the College (form enclosed). In this proposal you must demonstrate that you know the grade point average required to be taken off probation*, and you must provide a specific plan for overcoming the issues that led to your poor academic performance. A proposal which is not accompanied by a thoughtfully prepared plan is likely to be rejected.

Please note, if there is anyone at Hartwick who wishes to support your continuance at the college or validate reasons for your academic difficulty (professors, advisor, coaches, etc.), you should include statements from those individuals with your appeal. The Committee will carefully consider these responses when making a decision regarding your case.

*Please visit the following web site for instructions on calculating your GPA:

<http://www.hartwick.edu/PreBuilt/acegpacalc.pdf>

Please note that the Office of Advising and Registration will be closed for the holidays from December 23, 2010, through January 2, 2011.