

## **RESPONDING TO THE COMMITTEE ON ACADEMIC STANDARDS**

**Please note: All appeals must be submitted by mail or fax.**

If you believe there are sufficient reasons for continuing your studies at Hartwick College, you may provide that information in a written appeal to the Committee on Academic Standards. Please refer to the enclosed guidelines to write your appeal (attachment I). Be sure to include all information in writing as you will not be present when your appeal is considered. All written appeals **must be received by January 3<sup>rd</sup> at 5 PM EST** to be considered by the Committee. E-mailed information will not be accepted. Written materials may be faxed to the Office of Advising and Registration at (607) 431-4260 or mailed to:

Committee on Academic Standards  
c/o Registrar's Office  
Hartwick College  
One Hartwick Drive  
Oneonta, NY 13820

It is your responsibility to verify that your appeal has been received. You may call the Office of Advising and Registration at (607) 431-4435 to verify receipt. If no one is available to take your call, please leave a voice mail stating your name, what was sent, whether the materials were mailed or faxed, and a telephone number where you can be reached.

**You will be informed of the Committee's decision regarding your appeal in writing.**

Please do not call to request the results of your appeal unless you are responding to a specific message from someone in the Office of Advising & Registration. All students will receive written notification of the Committee's decision.

**After the Committee's decision...**

If you are retained as a student at Hartwick, you will be listed on a probation status. You will be required to attend a mandatory probation meeting at the beginning of spring term with a member of the Office of Advising and Registration. At this meeting you will review and complete your probation contract. You will be responsible for meeting all of the requirements of your probation agreement as stated therein. You will also be required to attend a specific probation program designed to support your academic success.

**If your appeal is denied and dismissal is upheld by the Committee...**

You are eligible to apply for re-admission to Hartwick College one year from the time you are dismissed. It should be understood that readmission is not guaranteed. Applications for readmission are found on the Hartwick College web site.

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