Academic Appeal Policy and Procedures

The College's Faculty Committee on Academic Appeals (FCAA) is responsible for reviewing and conducting hearings on appeals related to exceptions to academic policy under the authority of the College of Arts and Sciences. Appeals must be submitted directly by the student from their student UM email account. Appeals will not be accepted from parents/guardians, doctors, attorneys, or anyone else other than the student. Please read below for a list of acceptable and unacceptable appeal requests. All appeals related to course drops/enrollment adjustments MUST be submitted within 30 calendar days from the semester end date noted on the academic calendar for the semester in question. Transcripts will not be altered once a student has graduated and has a conferred degree. Appeal decisions will be delivered to students’ UM email account within 2 to 3 business weeks upon receipt of the appeal. All appeal decisions are final and non-negotiable. The student maintains full responsibility for the impact of an appeal decision, especially as it relates to their account, financial aid, visa status, academic progress, and graduation timeline.

Steps to Submit an Acceptable Appeal:

1. Draft an email to the Assistant Dean of Academic Services – see website for contact information. as.miami.edu/advising.
2. The appeal email must briefly describe the situation, the reason/justification for the request, the specific request/action, the specific year/term/course ID as applicable to the type of appeal, and the student’s name/ID.
3. Appeals must be accompanied by supporting documentation, if applicable to the type of appeal. Documentation must be submitted as an attachment to the appeal email. It is the responsibility of the student to determine what documentation best supports their appeal case. We will not pre-approve documentation before submission of the appeal. We will only accept documentation from the student submitting the appeal.

Appealable Actions for Committee Review:

1. Request for retroactive drop of one, or more, courses after the last date to drop without a W, and/or after the last day to drop a class for the semester in question. This type of appeal is only considered for cases of extreme, unforeseen circumstances or medical emergencies that can be documented. Retroactive drop action can NOT result in a complete withdrawal (all enrolled classes dropped).
2. Request for waiver of the 45 credit hour residency requirement
   a. Appeal must include the institution where credits will be/were taken, the year/term to be/were taken, and the exact number of credits to be considered for waiver.
   b. This process does not preapprove transfer equivalencies or guarantee transferability of courses. Students are responsible for adhering to all necessary policies and procedures related to transferring courses to UM.
3. Substitution for, or waiver from College of Arts and Sciences’ General Education Requirements (not University general education requirements – see below).

The following requested actions are not appealable through the College of Arts and Sciences FCAA:

1. Adjustment of academic record/transcript after graduation and a conferral of the degree: See University Bulletin
2. Retroactive withdrawals for Fall/Spring semesters
   a. The University has a formal withdrawal policy found here: http://www.miami.edu/index.php/cane_success_center/withdrawal/
3. Retroactive withdrawals for summer sessions that alters the effective date of the withdrawal
   a. See withdrawal policy linked above
4. Grade Appeals, including incomplete grades that are now IF grades
   a. See Faculty Senate Appeals process in Bulletin here: http://www.miami.edu/index.php/academicbulletin/
5. Waiver of University General Education Requirements as defined by the Bulletin: No appeals process available
6. Substitution for/waiver from any requirements related to a major or minor: Under respective department authority
7. Excused absences from a course(s): Absences are under the authority of individual instructors
8. Credit Only Option after deadline: No appeals process available