

# ACADEMIC DISMISSAL APPEAL - UNDERGRADUATE STUDENT

ASK A QUESTION OR SUBMIT FEEDBACK ON THIS POLICY

**Effective Date:** Fall 2026  
**Last Reviewed:** Spring 2025  
**Last Revised:** Fall 2015  
**Next Review:** Fall 2035

## Policy Statement

An undergraduate student who is academically dismissed has the right to appeal the decision. Appeals must be based on circumstances within the past academic year that were beyond the control of the student and affected the student's academic performance.

## Reason For Policy

This policy establishes a fair and consistent process for undergraduate students to appeal academic dismissal when extraordinary circumstances beyond their control have adversely affected their academic performance. It ensures that students are provided an opportunity for review while maintaining the university's academic standards and expectations for student success.

## Procedures

To appeal an academic dismissal, students must complete the following steps:

1. Apply by the deadline stated in their dismissal email.
2. Include the following in the appeal:
  - a. An explanation of the extenuating circumstances – such as personal illness/injury, critical family illness or other situations of sufficient severity – and an explanation as to how those circumstances affected academic performance. These circumstances must be documented with physician statements or other appropriate official documentation.
  - b. A detailed plan of action for achieving academic success for any future enrollment at Kent State University.

Appeals that do not meet the requirements listed above will not be reviewed. Decisions made by the appeals committee are final. Faculty serving on the appeals committee will be appointed by the Faculty Senate Committee on Committees.

## Forms/Instructions

Students should refer to the link in their dismissal email for the appeal form and instructions.

## Additional Resources

- Academic Success Center
- Financial, Billing and Enrollment (FBE) Center
- Student Financial Aid: Satisfactory Academic Progress

- University Advising Services
- What to Do if You Are Dismissed from the University

## Frequently Asked Questions

### 1. Why was I dismissed?

The university will dismiss an undergraduate student based on a list of conditions found in Academic Dismissal - Undergraduate policy.

### 2. Can I appeal the dismissal?

If you have been dismissed, you have the right to appeal the decision. Make sure to consult your dismissal email for specific deadlines and forms to complete. Some items for consideration when you are trying to determine if you should appeal: (A) Were there recent circumstances (e.g., illness, injury) beyond your control that were severe enough to affect your grades? (B) Were you doing well in your classes prior to these circumstances? (C) Why weren't you able to withdraw from classes or work with your instructors?

### 3. Who do I contact for the appeal or if I have questions?

If you have questions, need assistance evaluating your options or wish to submit an appeal, contact your college/campus advising office. That information should be listed in your dismissal email. You can also find that information in FlashLine (Student/Profile/Show Detail).

Additional FAQ: Academic Dismissal Appeal - Undergraduate Student

## Definitions

**Academic Standing:** Academic status at institutions of higher education. Students with a 2.00 overall GPA or above are in good academic standing.

**Dismissal (Academic):** Students who fail to make adequate progress toward completion of a program of study or whose academic performance indicates little chance of obtaining the minimum grades required for graduation are no longer allowed to enroll at the university.

**Probation (Academic):** A warning to undergraduate students who fail to maintain a semester and/or overall grade point average of 2.00 or better. Failure to improve the academic record within a specific time may result in academic dismissal.

**Reinstatement:** Process by which a student may gain reentry to the university after a dismissal.

## Related Information

- Academic Dismissal - Undergraduate Student
- Academic Standing - Undergraduate Student
- Course Repeat
- Grade Point Average (GPA)
- Grade Point Average (GPA) Adjustment
- Grading Policies and Procedures
- Reinstatement After Academic Dismissal - Undergraduate Student

## Revision History

**Amended Fall 2026:** Revised policy removes the deadline for submitting the appeal (instead, directing students to find the deadline in their dismissal email) and requiring students to submit an appeal letter, typed and signed by the student to be delivered personally or via mail, fax or email. In addition, the following requirements are removed from the appeal submission: (1) An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade,

etc., was not taken before the end of the semester. (2) Proof of consistent satisfactory academic performance prior to the occurrence of the circumstances believed to be the cause of the dismissal. These efforts must be documented by course instructors, and their statements must be submitted on university letterhead or sent from each instructor's Kent State e-mail address.

**Amended Fall 2015:** Revised policy decreased deadline timeline for appeal submission, from 14 to 10 calendar days.

**Amended Fall 2010:** Revised policy allows students to send their appeal information electronically. Deadline is changed from the Friday before start of spring semester (for a fall semester dismissal) and June 15 (for a spring semester dismissal) to 14 calendar days after final grades are posted for that semester.