

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4015

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PROCEDURE TITLE: Guidelines for Appeal of the Standards of Academic Progress

STATUTORY REFERENCE: FLORIDA STATUTE 1006.50

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: July 2, 1979

LAST REVISION DATE: April 24, 2019

LAST REVIEW DATE: April 24, 2019

I. PURPOSE


To establish a procedure for review and consideration regarding adjustment to students' academic standing of suspension or dismissal as outlined in [College Procedure 4010](#) Standards of Academic Progress (SOAP).

II. PROCEDURE

The College has established appeal procedures for students who have been suspended or dismissed under the Standards of Academic Progress (SOAP). They are as follows:

- A. Documentation
Students will be required to complete the "Academic Suspension/Dismissal Appeal" form and present evidence/supporting documentation that reflects a change in circumstances.
- B. Academic Improvement Plan
Students must meet with an academic and career advisor prior to enrolling in courses to develop an academic improvement plan which may include referral to academic support/tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) course. Students may also be required to reduce their course load.
- C. Academic Suspension
 1. Students on Academic Suspension are eligible to submit an appeal for consideration of continued enrollment on a term-by-term basis. They may submit an appeal to the Director of Advisement at their home campus for consideration of continued enrollment.

2. Students who have successfully appealed Academic Suspension or who have met the time conditions for suspension may continue enrollment in credit courses at the College. Upon re-enrollment, they will be placed on Extended Academic Probation and must maintain a minimum GPA of 2.0 or higher each term in order to continue enrollment in subsequent terms.
 3. Students who have not successfully appealed Academic Suspension may appeal the decision to the Dean of Students at their home campus. The decision of the Dean of Students is final on behalf of the College.
- D. Academic Dismissal
Students on Academic Dismissal are eligible to submit an appeal for re-admission to the College after the dismissal period. They may submit an appeal to the Dean of Students at their home campus for consideration of continued enrollment.
- E. Decision and Record of the Appeal
Students will be informed of the decision within three business days and the result of the appeal action will be added to their academic record.

	4/24/2019
PRESIDENT	DATE

Miami Dade College Advisement Services

Hialeah



Homestead



Eduardo J.
Padron



Kendall



Medical



North/ MEEC



West



Wolfson



Questionnaire for Academic Suspension/Dismissal Appeal under Miami Dade College Standards of Academic Progress

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY.

Are you an International Student? No Yes

Are you a Veteran? No Yes

Have you previously been suspended or dismissed? No Yes

Student's Name: _____ MDC Student ID #: _____

E-mail Address: _____

Current Address: _____
Street City State Zip

Phone Numbers: Daytime (_____) Evening (_____) Cell (_____)

Current Status: Suspension Dismissal

Directions: The following must be completed in order for your appeal to be considered.

1. What events led to your suspension or dismissal?

- Death in the family
- Financial hardship
- Natural disaster
- Health issue
- Legal issue
- Other

A. Death in the family - Documentation required:

- Proof of relationship (immediate family)
- Death certificate
- Obituary

B. Financial hardship - Documentation required:

- EFC score (Financial Aid document)
- Proof of unemployment
- Proof of foreclosure or eviction
- Letter from employer

C. Natural disaster - Documentation required:

- FEMA claim
- Insurance documentation

D. Health issue - Documentation required:

- Original doctor's note or excuse

E. Legal issue - Documentation required:

- Court summons
- Legal documentation

F. Other:

- If other, please explain: _____

2. What changes will you make to be successful from this point in your academic program?

3. Please write the amount of hours per week for each situation:

- a. Limit work to _____ hours per week
- b. Increase time set aside for homework to _____ per week
- c. Attend the labs _____ times per week

4. Complete the following Success Commitment – You must complete at least three sentences about success strategies:

I know to improve my success in classes, change my academic standing and possibly qualify for Financial Aid, I must:

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I understand that, in order to continue at Miami Dade College, I must abide by the guidelines set forth in the [Procedure 4010](#) and by the academic decision(s) of the Suspension/Dismissal Appeals Committee.

Student's Signature

Date Signed