

Academic Records Revision Committee

Version: 1.0

3.4.1.3. Office of Dean of Students

- 3.5. Members are to remain anonymous. Students are not allowed to communicate directly with the committee members. Any questions should be forwarded to the Associate Registrar, in DuBourg Hall, Room 22.

4. Authority

- 4.1. The committee is authorized to make a final decision on the following:
- 4.1.1. Requests for changes to the academic record due to registration errors outside of the current semester. Note: The Office of the University Registrar, in conjunction with a student's Dean, is authorized to handle petitions in the current semester.
 - 4.1.2. Requests for changes to the academic record from students who have experienced academic difficulty because of documented extenuating circumstances, including serious illness, chronic disability, serious family problems, and similar situations.
 - 4.1.3. Requests for academic amnesty.
 - 4.1.4. Requests for tuition refund.
 - 4.1.5. Requests (supported by the instructor) for change of grades beyond one year.
 - 4.1.6. Requests (supported by the instructor) for appealing an I that has changed to an F.
- 4.2. The committee has no authority to:
- 4.2.1. Make decisions regarding academic standing, university/program probation, or university/program dismissal.
 - 4.2.2. Make admission or readmission decisions, either to selected majors/programs or to the University.

in accordance with the University's