**Frequently Asked Questions (FAQs)**

*For students*

**Appealing Dismissal from a Course(s)**

**Q: Why are students dismissed from a course?**

A: Students could be dismissed from a course for violating college policy, i.e. attendance and/or standards of conduct.

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**Q: When should students appeal dismissal from my course(s)?**

A: Students may only appeal dismissal from a course(s) after they have exceeded the allowable number of absences.

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**Q: What do I do if my instructor tells me I have been dismissed from my course, but I wish to continue attending?**

A: When students are dismissed from a course, but they desire to continue in the course, they must complete the Notice of Appeal Form and return it to their instructors who will ensure the forms are submitted to the Vice President for Diversity and Student Success. The form must be submitted to the instructor to remain in the course, avoiding temporary interruption.

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**Q: How do I obtain a copy of the Notice of Appeal Form?**

A: Students may obtain a digital copy of the Notice of Appeal Form on Inside Ranken/Student Services/Handouts/Notice of Appeal.

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**Q:If I have questions or need assistance completing the Notice of Appeal Form, who should I contact?**

A: Students may contact the Student Success Center at 314.286.4891 or contact Katia Maxwell at 314.286.3678 for assistance completing the Notice of Appeal Form.

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***Q:* How will my Notice of Appeal Form be delivered to the Vice President for Diversity and Student Success?**

A: Once complete, students should submit the Notice of Appeal Form to their instructor to ensure it is delivered to the appropriate office. Submitting the form to the instructor is required to continue in the course without immediate interruption.

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**Q: Is there a time limit to submit my appeal?**

A: According to College policy (page 21 of the Student Handbook), students must appeal the dismissal within two school days after receiving notice of the dismissal. Students not able to appeal within two days should contact Katia Maxwell at 314.286.3678 or [klmaxwell@ranken.edu](mailto:klmaxwell@ranken.edu) or contact the Vice President for Diversity and Student Success directly at 314.286.3627.

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**Q: Do I need documentation with my appeal notice?**

A: Students should submit any supporting documentation along with the Notice of Appeal form to their instructor. Without documentation, the appeal may be denied. However, it is best to submit the appeal notice right away and submit the documentation to the Vice President for Diversity and Student Success within two days of submitting the notice.

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***Q:* Am I allowed to attend my course while my appeal is pending?**

A: Yes, students must continue to attend their courses while their appeal is pending. Failure to attend courses may negatively impact the appeal.

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**Q: How will I know if my appeal is granted or denied?**

A: Students are notified of appeal decision within one week of the appeal. It is very important to include a working telephone number and/or email address on the Notice of Appeal Form.

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**Q: How many times can I appeal dismissal from my course(s)?**

A: There is not a limit on the number of appeals a student can present to continue in a course. However, if there are no extenuating circumstances to support the student’s desire to continue, the appeal may be denied.

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**Q: Who reviews the Notice of Appeal Form?**

A: The Vice President for Diversity and Student Success investigates the facts of the appeal. In cases where it appears that a student has *extenuating circumstances* concerning a course dismissal, the Vice President for Diversity and Student Success may allow the student to continue in the course or may forward the appeal to the College’s Academic and Disciplinary Review Board (ADRB).

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**Q: What is the Academic and Disciplinary Review Board (ADRB)?**

A: The Academic and Disciplinary Review Board (ADRB) is a group of college representatives who examine appeals to render a decision. The group

* provides students an opportunity to appeal the negative impact of any academic policy interrupting the student from the College;
* provides students with the opportunity to demonstrate "extenuating circumstances" and other evidence in support of their request to remain in the course or College, even though the student has been or should be interrupted in accordance with College rules and policies; and
* provides a means in which students seeking re-admission are given the opportunity to have their petition reviewed.

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**Q: How will I know if my appeal has been forwarded to the College’s Academic and Disciplinary Review Board (ADRB)?**

A: Students whose appeals are referred to the Academic and Disciplinary Review Board (ADRB) will be contacted to schedule a hearing date. At that time, the Vice President for Diversity and Student Success will explain the procedures and expectations for the hearing in more detail. Students will receive the results of their appeal to the ADRB immediately after their hearing.

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*Rev: 11/2019*