Advisor Notes on the electronic Deferred Dismissal Petition process

A deferred dismissal it is a three step process.

1. Student

The student submits their worksheet and personal statement, the advisor confirms the worksheet and submits the petition and the Academic Standards Committee reviews and adjudicates the requests. When a student is dismissed they will be provided with the link to the deferred dismissal web page: http://registrar.buffalo.edu/academicstatus in both their email and hard copy versions. They will be asked to complete the following portions of the appeal:

- 1. **Student Information**: Includes demographic and contact information
- 2. Documentation:
 - Personal Statement: The statement should briefly describe the circumstances that led to the dismissal, and then outline your plan for improved academic performance in subsequent academic semesters.
 - 2. An Academic Plan Worksheet (XLSX): You must fill this plan out with the help of your advisor.

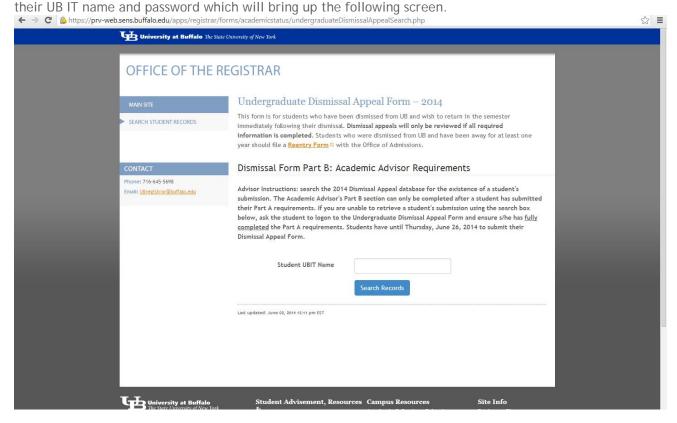
 Course registration listed on the worksheet should match current registration. We recognize that this is not always possible due to course availability at the time the plan is made, but the schedule should closely resemble the plan.
 - 3. Acknowledgement: Indicating the components that are required for the petition and confirming whether or not an Academic Withdrawal is being submitted separately.
 - 4. **Confirmation**: The student confirms their understanding of the Quality Point Deficit and future GPAs they need to achieve.

Students who will be requesting an academic withdrawal are being asked to complete the entire process, including the personal statement and academic worksheet. Firstly so that we can properly code the student in the HUB system and secondly so that, should their withdrawal petition be denied, the Academic Review Committee will have the paperwork accessible and will be able to make decision more quickly.

<u>Students unable to access the web based forms</u> should have their advisor contact Nigel Marriner at <u>nmarrine@buffalo.edu</u> to request the Word copy of the form. This is not a preferred method as it requires additional staff time and resources but is a viable option so that students aren't unfairly excluded from the process.

2. Advisor

Next they are instructed to meet with their academic advisor to complete the petition. The advisor will go to http://registrar.buffalo.edu/academicstatus. The advisor will be required to sign in with



The advisor will be asked to submit the student's IT name in order to access their petition. This will open the student petition including the personal statement and worksheet. You can make any changes directly on the web page if you need to. If any changes need to be made to the worksheet you can make the changes, save it to your desktop, and then upload the new copy to the database. The new copy will overwrite the old one. Once you have reviewed the petition please click the "Submit Part B" button.

3. Academic Review Committee

Once the petition is complete and submitted the Academic Review Committee can evaluate the request. After the review is complete the student will be notified of the decision by email. Students will either receive a deferred dismissal, have the deferral denied, or a decision will be suspended until after the student's summer enrollments have been graded.