

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:**
 1. **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.

Students unable to access the web based forms should have their advisor contact Nigel Marriner at nmarrine@buffalo.edu 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 their UB IT name and password which will bring up the following screen.

The screenshot shows a web browser window with the URL <https://prv-web.sens.buffalo.edu/apps/registrar/forms/academicstatus/undergraduateDismissalAppealSearch.php>. The page header includes the University at Buffalo logo and name. The main content area is titled "OFFICE OF THE REGISTRAR" and "Undergraduate Dismissal Appeal Form – 2014". It contains a sidebar with links for "MAIN SITE", "SEARCH STUDENT RECORDS", and "CONTACT". The main text explains that the form is for students who have been dismissed from UB and wish to return in the semester immediately following their dismissal. It states that dismissal appeals will only be reviewed if all required information is completed. Students who were dismissed from UB and have been away for at least one year should file a Reentry Form with the Office of Admissions. Below this, there is a section titled "Dismissal Form Part B: Academic Advisor Requirements". It provides advisor instructions: search the 2014 Dismissal Appeal database for the existence of a student's submission. The Academic Advisor's Part B section can only be completed after a student has submitted their Part A requirements. If you are unable to retrieve a student's submission using the search box below, ask the student to logon to the Undergraduate Dismissal Appeal Form and ensure s/he has fully completed the Part A requirements. Students have until Thursday, June 26, 2014 to submit their Dismissal Appeal Form. At the bottom of this section, there is a search box labeled "Student UBIT Name" and a "Search Records" button. The page footer includes the University at Buffalo logo and name, and links for "Student Advisement, Resources", "Campus Resources", and "Site Info".

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.