

- Senate Student Academic Grievance Committee;
 - indicate in the letter to the student that appeals must be initiated within 2 months from the date the letter was sent;
 - submit a copy of the letter to the Registrar's office for inclusion in the student's academic file;
 - submit a copy of the completed Student Statement on Academic Misconduct form to the Registrar's office for inclusion in the student's academic file;
 - submit copies of all evidence of academic misconduct for inclusion in the student's academic file;
 - contact the Registrar's office to ascertain whether a previous offense has occurred.
5. If a previous instance of academic misconduct has occurred, then:
- the Department Chair will notify the Vice-President (Academic & Research) in writing;
 - the Vice-President (Academic & Research) may impose a University-based sanction up to and including expulsion, which would be in addition to the penalty imposed by the professor and Department Chair;
 - the Vice-President (Academic & Research) will notify the student in writing, with a copy of the letter sent to the Registrar's office for inclusion in the student's academic file.
6. If a student submits an appeal, the Senate Student Academic Grievance Committee shall:
- solicit and consider relevant material from the student, the Department Chair, the Professor, the Registrar's office, and other material as deemed necessary;
 - reach a decision concerning the appeal of the decision or the penalty imposed;
 - communicate its decision in writing to the Vice-President (Academic & Research), Department Chair, the professor, the student, and the Registrar's office for inclusion in the student's academic file.

Note: The decision of the Senate Student Academic Grievance Committee shall be final.

7. In all cases of alleged academic misconduct or academic grievance concerning the Department Chair, the Vice-President (Academic & Research) shall appoint an individual to act as Department Chair under these procedures.

E. Withdrawal From University

Students who choose to withdraw officially from University should contact the Registrar's Office. The student will be assisted in notifying the various offices of the University, including Residence, Financial Services, and the professors. The effective date of withdrawal is the date on which the Registrar accepts the withdrawal. A student who withdraws may be entitled to a partial refund of tuition fees.

F. Academic Appeal Procedures

In any academic appeal procedure, the University is committed to the principles of natural justice. The officers and committees of the University will hear the appeal in a fair and im-

partial manner, with due respect for the parties' rights and sensitivities. There are two Senate committees that deal with student appeals: the Senate Admissions and Academic Standing Committee and the Senate Student Academic Grievance Committee. The Senate Admissions and Academic Standing Committee decides appeals related to admissions; academic standing; and academic regulations of the University. The Senate Student Academic Grievance Committee decides appeals related to academic misconduct; final grades; and all other academic matters. Students who wish to appeal may do so by submitting a written appeal care of the Admissions Office (for appeals related to admission) or the Registrar's Office (for all other academic appeals) to the appropriate committee. Appeal procedures are described below.

Appeal of Admission Decisions

The evaluation of the various documents and the decision concerning the acceptance of an applicant for admission rests with the Admissions Office. An appeal of that decision may be submitted care of the Admissions Office to the Senate Admissions and Academic Standing Committee. For more detailed information about the appeal procedure, students may contact the University Admissions Office.

Appeal of Academic Dismissal

Students who wish to appeal their academic dismissal from the University may do so by submitting a written appeal care of the Registrar to the Senate Admissions and Academic Standing Committee. Appeals should be based on substantial medical or compassionate reasons with supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

Appeal to be Re-admitted to the University after Academic Dismissal

Students who seek readmission after having been asked to withdraw must apply in writing to the Admissions Office. Such applications are subject to the guidelines of the Senate Admissions and Academic Standing Committee. In cases of readmission, special conditions for entry, course load and GPA performance may be required. Students who have been required to withdraw from the University will not be granted credit for any courses taken while required to be away from the University. For more detailed information about the appeal procedure, students may contact the Admissions Office.

Appeal for Exemptions to Academic Regulations

Any petitions from students who seek exemption from the academic regulations of the University are to be submitted to the Registrar's Office. The Senate Admissions and Academic Standing Committee advises the Registrar's Office on these petitions. Students seeking an exemption for substantial medical or compassionate reasons will be required to provide supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

Appeal of Final Grade in Course

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade;
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible;
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with

other professor(s) appointed by the Chair (**Note: when the appeal concerns the Chair, the Vice-President Academic shall act as Chair**);

- If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects; the decision of the Committee will be final.

Other Academic Appeals (not covered above)

The normal sequence of procedures for students to follow in an academic appeal of matters not described above is:

- to discuss the matter with the professor concerned (if any); if no satisfactory agreement is reached;
- to discuss the matter with the Chair of the Department concerned (if any); if no solution is reached,
- to appeal to the Senate Student Academic Grievance Committee which will review the matter in all its aspects; the decision of the Committee will be final.

Note: Appeal procedures related to Academic Misconduct are described in Section 7D.

G. Scholarship Renewal for Study Abroad

Scholarship Renewal Policy for Students Participating in a St. Thomas University Exchange Program

Students who study at another university as a participant in an official St. Thomas University exchange program, while paying tuition fees to St. Thomas University, may hold their renewable scholarships during the exchange program study period, provided they have met all the normal requirements for scholarship renewal.

Students who successfully complete 24 credit hours during the academic year in which they are on exchange will be considered, by the Registrar's Office, for the renewal of their scholarships. The decision to renew the scholarship will be based on course-work taken during the academic year (September to April) in which the exchange program study period took place. Students who complete fewer than 24 credit hours during their exchange program year of study are not eligible for renewal of their scholarships. *Note: The annual grade point average is calculated on the total number of credit hours taken during the academic year, not the best 24 credit hours.*

Scholarship Renewal Policy for Students Participating in an External International Study Opportunity

Students who choose to pursue an international study opportunity while paying fees to another institution will be ineligible to hold their renewable scholarships during the period in which they study abroad. On return to St. Thomas, students may apply to the Registrar's Office for the reinstatement of their scholarships as follows:

- If students have been away from the university for a full academic year (September to April), their eligibility for scholarship reinstatement will be considered based on course work (minimum of 24 credit hours) completed during the academic year prior to the study abroad year.
- If students have studied abroad for one term (September to December or January to