

**SAINT LOUIS UNIVERSITY
JOHN COOK SCHOOL OF BUSINESS
DISMISSAL APPEAL PROCESS**

The procedure outlined below has been developed in order to provide students of the John Cook School of Business with a process for appealing dismissal that they believe were based on prejudice, discrimination, arbitrary or capricious action. The John Cook School of Business' policy on academic dismissal is provided in Appendix A.

Excluded from this policy are appeals alleging discrimination, harassment or retaliation in violation of the University's equal opportunity, sexual harassment or disability discrimination policies. Allegations of violations of the University's equal opportunity, sexual harassment or disability discrimination policies shall be referred directly to the appropriate dean. The Dean shall notify the University's Director of Diversity and Affirmative Action who shall coordinate a review of such allegations and provide a report of findings to the Dean and appropriate University officials. After reviewing the information contained in the report, the Dean will notify the parties of his or her decision. If the decision is that the dismissal was not because of discrimination, harassment or retaliation in violation of University policies, then the student may proceed to pursue the dismissal appeal based, as specified below.

The following procedures shall apply for claims not based on allegations of violation of the University's equal opportunity, sexual harassment or disability discrimination policies. The student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. All correspondence and records will be retained in the Dean's office.

STEP ONE: The student shall first provide to the appropriate Assistant Dean or Director a written appeal of the dismissal. This appeal should provide the student's rationale as to why the dismissal should be reversed. The student must provide this written appeal to the Assistant Dean within thirty days after notification of the dismissal.

STEP TWO: The Assistant Dean shall provide his/her recommendation regarding the appeal to the Associate Dean for Academic Programs no later than thirty days after receiving the student's written appeal. The Associate Dean shall issue a finding within fifteen days of receiving the Assistant Dean or Director's report. If the Associate Dean finds that the dismissal should be reversed, the student will be reinstated as a probationary student (see Appendix A for a definition of probationary student).

STEP THREE: If the Associate Dean does not reinstate the student, the student may appeal to the Dean. This appeal must be in writing and must be provided to the Dean within fifteen days of being notified of the Associate Dean's decision. The Dean shall provide a written response to the appeal within fifteen days of receiving the appeal. If the Dean finds that the dismissal should be reversed, the student will be reinstated as a probationary student (see Appendix A for a definition of probationary student).

STEP FOUR: If the Dean does not reinstate the student, the student may appeal to the Undergraduate Board (for undergraduate students) or Graduate Board (for graduate students). This appeal must be in writing and must be provided to the Chair of the appropriate board within fifteen days of being notified of the Dean's decision. The Undergraduate or Graduate Board shall meet to hear the student's appeal within thirty days of receiving the written appeal. If two-thirds or more of the relevant Board votes to reverse the dismissal, the student will be reinstated as a probationary student (see Appendix A for a definition of probationary student). The Chair of the relevant Board shall provide within fifteen days a written notification of the Board's decision to the student. The decision of the Board is final.

Appendix A

Undergraduate Programs

Probationary Status

Students whose cumulative SLU grade point average falls below 2.0 are required to apply for probationary status, which allows for no more than two consecutive semesters to improve scholastically and to demonstrate evidence of the capacity to proceed toward a degree. A student on academic probation may not register for more than 12 - 15 semester hours, depending on the probation term, and may not make application for a degree.

Suspension

A student may be suspended from a course, from a school or college, or from the University for academic or disciplinary misconduct. At the time suspension is imposed, the conditions for reinstatement are explained. While under suspension, a student is barred from further registration. Reinstatement after academic suspension requires the approval of the student's academic dean.

Dismissal

The Dean of each degree-granting unit of the University has the authority and responsibility to dismiss a student from the School or College and the University for academic reasons. The conditions under which a student is dismissed are:

1. Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
2. A total grade point deficit of more than 15 points.

A student notified of dismissal for these reasons may apply for transfer to another school of the University under the condition that he or she is eligible for special probationary status in the school into which transfer is requested. To be eligible for this status, the student must:

1. Have a grade point deficit of no more than 20 points.
2. File a Request for Intra-University Transfer Form (available in Cook Hall 130) and attach a written petition for this status.
3. Enclose two letters of recommendation from previous instructors.

Graduate Programs

Probationary Status

Students whose cumulative SLU grade point average falls below 3.0 are required to apply for probationary status, which allows for no more than two consecutive semesters to improve scholastically. Probationary status is not automatically granted. Students who fail to maintain a cumulative SLU GPA of 3.0 may be dismissed immediately.

Dismissal

Probationary students who fail to earn a semester GPA of 3.0 or higher are subject to dismissal. Probationary students who fail to raise their cumulative GPA to 3.0 or higher by the end of their second semester as a probationary student are subject to dismissal.