

**STONY BROOK UNIVERSITY
UNDERGRADUATE ACADEMIC AFFAIRS**

**ACADEMIC APPEALS GUIDELINES FOR STUDENTS IN THE
COLLEGE OF ARTS AND SCIENCES, COLLEGE OF BUSINESS, SCHOOL OF
JOURNALISM AND SCHOOL OF MARINE & ATMOSPHERIC SCIENCES**

Students wishing to appeal an academic dismissal or a decision made by the Committee on Academic Standing and Appeals (CASA) or a hearing board of the Academic Judiciary may write to the Assistant Provost for Undergraduate Academic Affairs. When appealing a decision previously considered by committee, students should be aware that the very nature of such a request makes an approval unlikely.

Guidelines:

- Requests must be submitted in writing, either hard copy or by email (using a Stony Brook email address). Please note: A meeting with the Assistant Provost may be scheduled only after she has had the opportunity to review the written request.
- Name, ID number, phone number, preferred mailing address and Stony Brook email address must be included.
- For each type of appeal, students must provide a full statement that includes,

CASA Petition Appeals: new relevant documentation and/or information not previously reviewed by the committee.

Academic Reinstatement from Suspension: new relevant documentation and/or information not previously reviewed by the committee. Students must identify past obstacles to good academic progress and a reasonable argument for strong future performance.

Academic Reinstatement from Dismissal: evidence of academic progress and imminent promise of earning the degree. An academic plan that includes outstanding curricular and major requirements and a sample schedule the following semester in the event of reinstatement must also be included.

Judiciary Appeals: new documentation or evidence of procedural error in the hearing.

Appeals should be addressed to:

Assistant Provost Richard Gatteau

Undergraduate Academic Affairs

Melville Library, E3310

Z=3351

Phone: 631.632.7081

Fax: 631.632.9259

Email: Academic.Appeals@notes.cc.sunysb.edu

Students may appeal a decision made by the Assistant Provost ONLY when new documentation is provided or evidence of procedural error can be produced.

For more information about academic appeals, please contact Wanda Moore in the Office of Undergraduate Academic Affairs, 2-7081 or Wanda.Moore@stonybrook.edu. 2/2011