

Section XII - General

1. Right of Petition and Appeal

- a. Students may present to the Committee on Academic Standing and Degrees petitions requesting exceptions to these regulations. Submission of a petition does not guarantee approval. Students should obtain confirmation of the result of the petition from the Registrar's Office.
- b. Decisions of the Committee on Academic Standing and Degrees may be appealed within ten business days of receipt of CASD action to the Vice President of Academic Affairs (VPAA) of the University. The VPAA's decision is final.
- c. All petitions and appeals are to be presented in writing together with the necessary supporting documentation. Refer to the Guide to Academic Petitioning (Appendix 5) for further information, including the names of those University officials whose recommendation must appear on the Academic Petition.
- d. Decisions rendered by university officials in response to the submission of any of the various academic forms mentioned elsewhere in these regulations shall be subject to appeal to the Vice President for Academic Affairs. Appeals made under this provision shall conform to the timelines, criteria and limitations in paragraphs B and C above.

2. Grievance Procedure

Students who are dissatisfied with some aspect of the conduct of a course are encouraged to seek a resolution of the problem. The first step toward that resolution should be a discussion of the problem with the course instructor. If no mutually agreeable solution is reached, the student should next take the matter to the faculty member's Department Chair or School Director. If the department chair or school director is unable to resolve the problem, the student should present a written request for relief to the instructor's Dean. The statement should include a full description of the problem and a request for specific remedial action. The Dean will discuss the matter with both the student and the faculty member and will attempt to find a satisfactory resolution of the problem. If the issue is not resolved to the student's satisfaction, the student may request that the Dean forward the student's written request and the Dean's written determination to the Senior Vice President for Academic Affairs for a final review. The Senior Vice President for Academic Affairs will analyze the material, arrange additional discussion as necessary, and resolve the issue.

University Leave

Norwich has two types of "Leave of Absence" (LOA). There is a general LOA and a military LOA.

3. a. General Leave of Absence. The general LOA is designed to allow a student to voluntarily withdraw from the University and to return to the University at a semester of the students' choice following the academic regulations in place at the time of the leave. A student taking a general LOA must be in good

academic standing, request no more than three years, will be classified as an inactive student, and complete the LOA form found on the Registrar's Office home page.

- b. Military Leave of Absence. Active reservists and guardsmen who are called up for active duty, are eligible for a military LOA. A student taking a military LOA must complete the form found on the Registrar's Office home page. The leave is for a maximum of three years, the student will be classified as an inactive student, and the student will be returned to the same academic status that they held at the time of their leave.