

McNally Smith College of Music

Academic Appeals Board

Mission

The Academic Appeals Board considers and makes recommendations to the Dean of Academic Affairs regarding appeals from students including: Leave of Absence (Military, Medical, Personal and Professional), Academic Misconduct, Unsatisfactory Progress, Probationary Status, and exemptions from the application of academic regulations or academic standards.

Board Members

The Academic Appeals Board will consist of the following members:

- Student representative from the Technology Division
- Student representative from the Music Business Division
- Student representative from the Music Studies Division

- Faculty representative from the Technology Division
- Faculty representative from the Music Business Division
- Faculty representative from the Music Studies Division
- Faculty representative from the Liberal Arts Division

- Dean of Academic Affairs

Meeting Schedule

The Academic Appeals Board will meet on a weekly basis when college is in session, to ensure timely responses to appeals that are brought forward by McNally Smith College of Music students.

Final Authority

The Academic Appeals Board will provide recommendations on student appeals, with the understanding that the final decision will rest with the Dean of Academic Affairs.

Process

Any student may submit an appeal to the Academic Appeals Board. The appeal portfolio should consist of: a *Academic Appeals Board Appeal Form* (available in the Presidential Suite in the 26 Exchange building and any other supporting evidence that will enable the Academic Appeals Board to make an informed recommendation. The appeal portfolio must be submitted to the Office of the Dean of Academic Affairs before noon on Friday, in order for the appeal to be presented at the Academic Appeals Board meeting the following week.

Students requesting an appeal may attend the Academic Appeals Board meeting that their appeal is discussed, but they are not required to do so. The Academic Appeals Board may also request that the student's academic advisor be present at the board meeting when the issue is discussed. Any visitors will be dismissed before deliberations regarding the final recommendation take place.

The recommendation will be forwarded to the Dean of Academic Affairs who will make the final determination and inform the students of the decision in a timely manner.