

**\*\*\* PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY AND COMPLETELY \*\*\***

Answers to many of your questions are found in this document. You may contact the Engineering Undergraduate Office in 1050 Kemper Hall by phone at 530-752-1979 for assistance. The office is open Monday – Friday from 9:00-noon and 1:00-4:00.

Upon being dismissed from UC Davis, your first decision must be to **ACCEPT** or **APPEAL** your dismissal.

If you **ACCEPT** your dismissal, it means that what contributed to your poor academic performance continues to be a struggle and you agree that suspending your enrollment would be in your best interest. If you **APPEAL** your dismissal, it means that what contributed to your poor academic performance will no longer influence your ability to succeed and that you are willing and able to do what may be necessary to overcome any deficiencies.

If you choose to appeal your dismissal, you should carefully consider the following:

1. **Realistically assess your academic goals.** Do you have the ability and motivation needed to succeed in Engineering? If not, then now may be a good time to consider changing your major.
2. **Make real, specific changes in your circumstances.** Many struggling students believe simply “trying harder” will bring success, but this alone seldom works. What can enable you to succeed are substantive changes like:
  - talking with your family and being honest about your circumstances
  - changing your time management methods (i.e. not staying up late)
  - correcting any basic academic deficiencies (i.e. repeating calculus)
  - enrolling in fewer units (i.e. 14 units rather than 19)
  - working fewer hours at your job (i.e. less than 10 hours per week)
  - changing your living environment (i.e. not living with noisy people)
  - improving your physical and mental health (i.e. talking with a counselor)
3. **Speak with someone who can help.** Resources available on campus include, but are not limited to:

Counseling Services	752-2349
Student Health & Wellness Center	752-2300
Engineering Undergraduate Office Academic Advisor	752-1979
Services for International Students & Scholars	752-0864
Student Academic Success Center	752-2013
Student Disability Center	752-3184
4. Be aware that if your appeal is granted, it is expected that your GPA will significantly improve by the end of the current quarter. The College of Engineering faculty will not permit any student with a pattern of repeated failures to continue.

### REQUIRED DOCUMENTS

Before meeting with an Engineering Undergraduate Office academic advisor, you must prepare the following items:

1. **Personal Statement** – Please prepare a personal statement, 500-1,500 words. Include your NAME and ID #. This statement should demonstrate how motivated you are through the care you take in writing it. Your concisely written statement must:
  - Identify the concerns leading to your poor performance
  - Describe the specific changes you will make to resolve these concerns

NOTE: This is among the most important documents you will write in your college career. Grammar and spelling matter! Please have someone else carefully proofread your statement. Poorly written statements will be returned.

2. **Academic Plan** – Please prepare an academic plan that includes the courses you will take over the next three quarters. Our preference is that you submit this plan using OASIS ([students.ucdavis.edu](http://students.ucdavis.edu)) under the “Forms & Petitions” tab (then click “Submit a New Form”). Please title your plan “Appeal Academic Plan” and save it as a draft. You may also submit this academic plan as a separate, typed document along with your personal statement (please include your NAME and ID#). If you were dismissed because of minimum progress, your academic plan must include sufficient courses to correct your unit deficiency.

3. **Supporting Documentation** (*This may not apply in all cases*) – If your difficulty was the result of an event or action that was professionally documented – i.e. medical condition/illness, mental health concern, death in the family, anything involving law enforcement – please be prepared to share copies of relevant paperwork to support your appeal. You may bring such documentation with you to your appeal.

NOTE: In filing these documents, you must adhere to the University of California Standards of Conduct for Students. Students suspected of violating these standards will be referred to Student Judicial Affairs. Student responsibilities and conduct standards can be found online at [sja.ucdavis.edu/scs](http://sja.ucdavis.edu/scs)

## SUBMITTING YOUR DOCUMENTS

An advisor in the Engineering Undergraduate Office (1050 Kemper) will meet privately with you to review your personal statement and academic plan and further discuss your circumstances. **You must email your statement and academic plan to the advisor at least 24-HOURS BEFORE your appointment.** When you call to schedule your appointment, you will be notified of which advisor with whom you will meet.

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<b>Undergraduate Office</b>	<b><a href="mailto:engugrad@ucdavis.edu">engugrad@ucdavis.edu</a></b>

## **ALL APPOINTMENTS TAKE PLACE IN 1050 KEMPER HALL - PLEASE ARRIVE EARLY.**

## AFTER YOUR APPOINTMENT

A recommendation to the Associate Dean will be made to either *uphold* or *rescind* your dismissal. This recommendation will be based on your appeal statement, your meeting with an advisor, and your potential for academic recovery. The Associate Dean will make the final decision based upon the input of the advisor with whom you met.

If your dismissal is *UPHELD*, your name will be submitted to the Office of the University Registrar. You will be dropped from all your courses. Any registration fees you have paid can be refunded. You may not be eligible for readmission until three quarters after the quarter for which you were dismissed. If you choose to return to UC Davis, you will need to apply for readmission. Students dismissed for quantitative reasons (minimum progress) must also correct their unit deficiency prior to readmission.

If your dismissal is *RESCINDED*, you may continue taking courses according to the expectations determined during your appeal appointment. These expectations must be completed in their entirety. It is expected that your academic performance will greatly improve within the next quarter. Failure to do so may result in a second and final dismissal.

All appeal decisions are final.