

***** 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 or by phone at 530-752-1979 for assistance.
The office is open Monday – Friday from 8 am to 5 pm.*

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

If you choose to **accept** your dismissal, we recommend you speak to an advisor in the Engineering Undergraduate Office for exit counseling.

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

1. **Your academic goals.** Be sure to consider how realistic your academic goals are, how certain you are of your major, and how you plan to achieve those academic goals.
2. **Specific changes you intend to make.** Many struggling students believe simply “trying harder” will bring success, but this alone seldom works. Be sure to consider what changes you plan to make and what resources you plan to utilize to ensure academic success moving forward.
3. **Resources that can help.** There are a variety of resources available on campus that can help you to make changes and find success including, but not limited to:

Counseling Services	752-2349
Student Health & Wellness Center	752-2300
Engineering Undergraduate Office	752-1979
Services for International Students & Scholars	752-0864
Student Academic Success Center	752-2013
Student Disability Center	752-3184

REQUIRED APPEAL DOCUMENTS

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

1. **Personal Statement** – Please prepare a personal statement, 500-1,500 words, to be submitted to engugrad@ucdavis.edu **at least 24 hours prior** to your appointment. Include your NAME and ID #. This statement should:
 - Identify what led to your being subject to disqualification
 - Describe your specific academic plans/goals
 - Describe the specific changes you will make to resolve the concerns that led to your being subject to disqualification

NOTE: Grammar and spelling matter! It is recommended that you proofread your statement.

2. **Academic Plan** – Please prepare an academic plan that includes the courses you will take over the next three quarters. Submit this plan using OASIS (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. If you are being 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 documentation 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

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. **Email your personal statement from your official UC Davis email account at least 24-HOURS BEFORE your appointment to engugrad@ucdavis.edu**

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 will not be eligible for readmission until you have met the expectations given to you by your appeal advisor and until at least three quarters after your dismissal. 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.