The intention of the Engineering Undergraduate Office is to support you with the next appropriate step with your education. We understand receiving this notice can be challenging and potentially upsetting. We ask that you 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 further clarification and assistance. The office is open Monday – Friday from 8 am to 5 pm.

**APPEAL Dismissal (DEADLINE: 11:59 pm on Sunday, April 7th, 2019)**

By choosing to appeal your dismissal, you are required to complete the Dismissal Appeal form, submit a 3-quarter academic plan, and provide any additional supporting documentation, by the deadline. Your appeal form which will help the appeal committee understand your situation and assist with the decision about your appeal.

**PERSONAL STATEMENT GUIDELINES**

Please address the following questions in your responses in the Dismissal Appeal form:

1. You are currently subject to disqualification because your current and/or overall GPA are below the minimum requirements for continuation.
   a. Identify what factors led to you being subject to disqualification.
   b. Explain in detail how each factor kept you from succeeding academically.
   c. Include any resources you used during the previous quarter.
2. Describe the specific changes you will make to resolve the concerns listed above, detailing what resources and strategies you plan to utilize to achieve academic success moving forward.
3. Describe your specific academic plans and goals. How do you plan to achieve those goals? Reflect on the changes listed above and how they will help you achieve your stated goals.
4. Include any additional information that you would like to provide (optional).

**3-QUARTER 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”). Title your plan “Appeal Academic Plan” and save it as a draft.

**SUPPORTING DOCUMENTATION**

If the reasons that led to you being subject to dismissal were 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), submit via email copies of relevant documentation to support your appeal. Documentation should be sent to engugrad@ucdavis.edu

*It is advised that you take time, care, and consideration in addressing the above factors as the committee reviewing your statement will use a combination of your personal statement, your transcripts, your academic plan, and an appeal rubric (see last page) in order to make a final decision on whether you will be allowed to continue at UC Davis this quarter.*

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**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
AFTER SUBMITTING YOUR DISMISSAL APPEAL

- Once you submit your statement and supporting documentation, the EUO appeals committee will review your case and a decision will be made to either Approve or Deny your appeal.
- All appeal decisions are final.

If your dismissal appeal is APPROVED

- You MUST make an appointment with an advisor in 1050 Kemper Hall, by the 12th day of instruction (April 16th) to discuss continuation expectations. These expectations must be completed in their entirety. If you do not meet with an EUO advisor by that deadline, your dismissal will be upheld (see below).
- You may continue taking courses this quarter as long as you make your advising appointment by the above deadline.
- It is expected that your academic performance will greatly improve within the next quarter. Failure to do so may result in a dismissal at the end of the quarter.

If your dismissal appeal is DENIED

- Your name will be submitted to the Office of the University Registrar and you will be dropped from all your courses. Any spring 2019 tuition and fees you have paid will be refunded.
- You will not be eligible for readmission until you have met with an advisor in 1050 Kemper Hall to review readmission expectations. You will be out from the university for at least three quarters after your dismissal.
- If you choose to return to UC Davis, you will need to apply for readmission, by the readmission application deadline: https://registrar.ucdavis.edu/registration/return/readmission

The following page includes the rubric used by the committee as part of the decision process.
# SAMPLE RUBRIC FOR APPEAL DECISION REVIEW

<table>
<thead>
<tr>
<th>Criteria</th>
<th>2</th>
<th>1</th>
<th>0</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter GPA Improvement</td>
<td>Quarter GPA improved 1.0 or more points from previous quarter</td>
<td>Quarter GPA improved, up to 1.0 from previous quarter</td>
<td>Quarter GPA did not improve from previous quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter Grades (F grades)</td>
<td>N/A</td>
<td>No failing grades</td>
<td>One or more failing grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of units completed with C- or higher last quarter</td>
<td>12 or more units</td>
<td>8 to 11 units</td>
<td>Less than 8 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall UC Balance Points</td>
<td>No Deficit or able to reduce deficit by half or more</td>
<td>Able to reduce deficit by less than half</td>
<td>Not able to reduce deficit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter GPA needed to get to good academic standing by end of next quarter</td>
<td>N/A</td>
<td>Good academic standing if earns higher quarter GPA than GPA earned last quarter</td>
<td>Not likely or possible to achieve good academic standing by end of next quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Resources</td>
<td>Used campus support services 3 or more times this quarter</td>
<td>Used campus support services once or twice this quarter</td>
<td>Did not use campus support services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor Contact</td>
<td>Met with advisor(s) 3 or more times this quarter</td>
<td>Met with advisor(s) once or twice this quarter</td>
<td>Did not meet with advisor(s) this quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific Academic Plan in OASIS</td>
<td>Specific plan for future academic success</td>
<td>Plan for future academic success is vague</td>
<td>No plan for future academic success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realistic Academic Plan In OASIS</td>
<td>Realistic expectations for future academic success</td>
<td>Expectations for future academic success somewhat unrealistic</td>
<td>Unrealistic expectations for future academic success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extenuating Circumstances</td>
<td>External circumstances affected academics, sought help in a timely manner</td>
<td>External circumstances affected academics, did not seek help in timely manner</td>
<td>No extenuating circumstances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Progress (if applicable)</td>
<td>No Deficit or able to eliminate deficit and be in good DPA academic standing by the end of next quarter</td>
<td>Able to reduce deficit significantly next quarter, making it possible to achieve good DPA standing with one additional quarter</td>
<td>Not likely or possible to achieve good DPA standing by the end of next quarter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First-Quarter Student Adjusted Score – 2 pts**

| Total | Not applicable if not first quarter |