

Appeals Process and Guidelines

Computing Maximum Repeat Policy

The Department of Computing, as stated in the *ETSU Undergraduate Catalog*, limits the number of times that Computing majors and minors may attempt CSCI courses.

All computing majors or minors may attempt CSCI courses a maximum of three times. An attempt is defined as registering for and remaining enrolled in a course after the third week of the semester. (Withdrawing from a course after the third week of the semester is considered an attempt.)

Computing majors and minors will be required to change their program of study if these requirements cannot be met.

When a student fails to meet these requirements, he/she is informed that he/she will be dismissed from the Computing program.

A student who has been so informed shall be entitled to **exactly one** appeal of his/her dismissal from his/her major or minor program. This appeal must be submitted using the Appeal Form on the next page. **Filing an appeal does not ensure that the student will be automatically approved to continue in the program.** The form must be completed electronically and submitted to the office of the Chair of the Department of Computing. The Appeal Form can be submitted in person in hard copy form (print out of electronic completion) or as an email attachment.

All appeals shall be heard by the Computing Continuation Appeal Committee. This Committee will meet prior to the beginning of each semester (i.e., fall, spring, and summer). It shall be comprised of Computing academic advisors, members of Computing faculty, the Computing department chair (or proxy), and the Associate Dean of Academic Affairs for the College of Business and Technology (or proxy).

The Committee's recommendation will be based on the information provided by the student on the completed Appeal Form along with other academic information from the student's transcript. The Committee may allow a student one additional course attempt if it determines that circumstances warrant a fourth attempt and the attempt will likely be successful. The committee may specify conditions to be completed prior to or along with the allowance of an additional attempt. The Chair of the Department of Computing will inform the student of the Committee's recommendation.

The decision of the Computing Continuation Appeal Committee will be final. **In no circumstances will a student be allowed more than one appeal.**

These guidelines and the Appeal Form are available electronically from the Department of Computing Academic Advisors.

Appeal Form
Computing Maximum Repeat Policy

Student Name: _____

E-number: _____

Concentration: _____

Date of submission: _____

What course are you requesting to be able to attempt a fourth time? _____

What semesters have you previously taken the course? List the semester and the grade earned in each attempt below.

Briefly state what specific strategies you will employ to achieve success should a fourth attempt be granted.

Your signature below attests to your understanding that you may file only one Computing Repeat Policy Appeal during the duration of your undergraduate studies at ETSU.

Signature: _____

You may type your name as signature if submitting electronically

The completed form must be submitted to the office of the Chair of the Department of Computing. The Appeal Form can be submitted in person or as an email attachment.