

Appeals of Academic Policies

Students may choose to appeal academic policies at any point during their undergraduate career. To submit an academic appeal, students must:

Step 1: The student should first consult with their academic advisor, then schedule an appointment with the coordinator of academic appeals, to discuss your individual situation and to determine required documentation.

- CLA Coordinator of Academic Appeals: **Mae Fitchett** (mfitchett@rollins.edu, phone 407-646-1559)
- Holt Coordinator of Academic Appeals: **Amber Taylor** (ataylor1@rollins.edu, phone 407-646-1568)

Step 2: Submit a written appeal online. Write a one- to two-page explanation of what academic policy you wish to appeal and why you should be granted an exception to the policy. Explain any extenuating circumstances concerning your appeal. **Provide supporting documentation** that you wish to include in your appeal (see step 4). The Academic Appeals

Committee does not meet with the student, but carefully considers all information relevant to the appeal in their deliberation. Also, the Committee considers matters of presentation such as grammar and spelling. It is recommended that students carefully proofread their appeal before clicking the "submit" and "confirmation" tabs.

Step 3: Review your DegreeWorks audit for accuracy. Report any discrepancies to the Office of the Registrar. Your DegreeWorks Audit is accessible via Foxlink using Firefox or Internet Explorer browsers.

Step 4: Submit all supporting documentation to accompany your appeal with an explanation or note that it is to accompany the appeal. **Students should follow up to confirm that documents were received.** Please send documentation to:

- CLA students, please submit to **Mae Fitchett** (mfitchett@rollins.edu)
- Holt students, please submit to **Amber Taylor** (ataylor1@rollins.edu)

Students should follow up to confirm that documents were received.

The committee will discuss appeals only after **all** required documentation has been submitted. Required documentation also may include information from the advisor and/or professor. It is the student's responsibility to ensure that all documentation is submitted by the dates outlined below; appeals received after the student deadline will be reviewed at the next appeals meeting.

Currently enrolled students will receive written notification in their Rollins e-mail and campus mailbox within 5-7 business days after a decision is rendered. Non-matriculated students will receive notification by regular mail to the permanent mailing address on file in the Registrar's office.

Urgent appeals requests made after the last student deadline for the current semester should be directed to Mae Fitchett. Otherwise, the appeal may not be considered for review until the following semester.

Spring 2023 Schedule of Meetings

Student Deadline	Appeals Committee Meeting
Monday, January 23	Thursday, January 26
Thursday, February 2	Thursday, February 9
Thursday, February 23	Thursday, March 2
Thursday, March 15	Thursday, March 23
Thursday, March 30	Thursday, April 6
Thursday, April 13	Thursday, April 20
Thursday, April 27	Thursday, May 4