The university’s “Pledge to Undergraduate Students” promises that the conversion to semesters will not harm the academic progress of students. A student who believes that his or her progress toward a degree will be damaged by the switch should begin by speaking with his/her academic advisor, who may be able to resolve the matter, or may advise the student to pursue a petition. A student whose petition has been denied and who continues to believe that legitimate concerns have not been resolved should continue to consult with the advisor, for assistance in appealing the decision, to seek a final answer from the academic unit(s) involved—the department and the college to which it belongs.

A student who has exhausted this process and continues to believe that his or her academic progress has been adversely affected by the change may file a final appeal with the Office of Academic Affairs, 203 Bricker Hall.

**Some advice on appeals for students who believe that their progress toward a degree has been harmed by the change to semesters:**

1) **Assess your case realistically.**
   - If you were not on track to graduate in four years under quarters, then the change in calendar is not a likely reason you will not graduate in four years under semesters.
   - Degree plans based on extraordinarily heavy course loads are not realistic.
2) **Discuss your situation with your academic advisor.**
   - Your advisor can assess your progress, to help determine whether you are, in fact, being harmed by the change in calendar.
   - Your advisor will understand where there are opportunities for flexibility in your program—the first logical step in resolving a difficulty.
   - Because of the accreditation requirements for some programs, the places in which a program can flex may lie elsewhere than you might expect them.
   - Discuss with your advisor the process for petitions and appeals within your academic unit.
3) **Pursue a reasonable petition.**
   - Depending on the structure of your degree, you can seek resolution for a complaint through the department of your major, or the college offering your degree. Appeals beyond the department should be taken to your college. The petition process will vary from college to college, so you should consult with your academic advisor for **guidance and direction through the process.**
   - A petition should summarize your issue, identify the steps you have taken to address it, and state the resolution you are requesting and the reasoning behind it. You should attach any related evidence, information, or documentation.
   - The Pledge to Students presumes that you have scheduled regular and ongoing discussions with your advisor to plan your course work during the quarters preceding
the conversion, that you have continued to do so during the transition to semesters, and that you have followed the plan developed in those meetings. Complaints from students who have not met their obligations to seek and follow advising will generally be viewed as groundless.