

University of La Verne
Statute of Limitation for Academic Appeals
Approved - Effective date of Fall Semester 2013

Rational for Proposal

Currently, the University of La Verne does **not** have a policy limiting the period of time during which students may submit an appeal for an exception to university policy. Due to the fact that there are a number of appeals submitted requesting retroactive processing, the Appeals Committees are requesting a Statute of Limitations policy statement. In some cases the appeal requests are very dated. Faculty may no longer be available to support the appeal or may not have the supporting records necessary for the appropriate committee to make an informed decision. **Exceptions to this policy will not be considered unless there are extenuating circumstances accompanied by the supporting documentation.**

- ❖ All appeals must be submitted in a timely manner to be considered. Appeals requesting an action affecting registration or grades for a previous term will be accepted as follows:
 - **Retroactive Registration, Add, or Drop** for a previous Semester/Term:
 - All requests in reference to a **Registration, Add, or Drop** for a previous semester/term must be submitted with all supporting documentation within one (1) calendar year from the end of the semester/term being appealed.
 - Exceptions may include appeals for retroactive Continuous Enrollments. Continuous Enrollment appeals will be considered on a case by case basis.
 - **Retroactive Withdrawals** for a previous Semester/Term
 - All requests in reference to a retroactive **withdrawal** for a course in a previous semester/term must be submitted with all supporting documentation within one (1) calendar year of the ending date of the semester/term being appealed
 - **Appeals for Extension of Time to Complete expired Grades:**
 - Appeals to request an extension of time to complete an expired INC/IP must be submitted (1) calendar year from the end of the semester/term the grade expired.

Undergraduate Appeals requesting an Extension of Time to Complete Degree Requirements:

- ❖ Appeals for an extension of time to complete degrees submitted by undergraduate students will be considered if the following conditions have been met:
 - The student applied for graduation prior to the time he/she last attended the University

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- The student has the support of his/her faculty advisor/academic program chair.¹
 - The student must be able to complete all degree requirements within one (1) calendar year of the appeal being approved by the Undergraduate Appeals Committee.
- ❖ Students whose appeals are approved for an extension of time to complete the degree requirements will be required to take additional GE course requirement(s) based on the following criteria. Additional requirements to the General Education are the following:
- Pre- GE Track II Students (F1984-Su1997)
- Students who matriculated to the University between Fall 1984 and Summer 1997 will be required to take additional General Education requirements. These courses reflect the current GE Track 1 requirements, implemented Fall 2008:
 - 1 course with the Interdisciplinary (INTD) attribute
and
 - 1 course with a University Values (UV) attribute
- GE Track II Students (F1997 - Su 2008)
- Students who matriculated to the University between Fall 1997 through Summer 2008 (2009 for a select student population) under GE Track II will be required to take additional General Education requirements. These courses reflect the current GE Track II requirements, implemented Fall 2008:
 - 1 course with the Interdisciplinary (INTD) attribute
or
 - 1 course with a University Values (UV) attribute

¹ *Note additional courses in the major may be required as prescribed by the academic program chair.*