Frequently Asked Questions

UNDERSTANDING YOUR DISQUALIFICATION
Goals

- This powerpoint will provide answers to common questions based on:
  - Why did I get disqualified?
    - Part 1
  - How do I fill out my appeal?
    - Part 2
  - What do I need to know about readmission?
    - Part 3
I have received numerous emails regarding the appeal process....

What do I do?

You might have received emails from the Office of the Registrar and The College of Engineering Dean’s Office.

Please complete the appeal information included in the email in which you received this powerpoint.
Why did I get disqualified?

Disqualification occurs when a student does not meet all of their contractual requirements and/or

Falls under the academic probation and disqualification policy outlined in the Cal Poly catalog and on the Office of the Registrar’s website.
What if I am awaiting a grade change to go through, changing my academic standing?

- You MUST still complete an appeal.

- Attach any documentation you have to your appeal explaining the grade change!

- Once you see that your grade has changed on your PolyProfile, email eadvise@calpoly.edu and we will review your standing.

- Note: a grade change does not guarantee a change in your standing.
What if I’m trying to change majors?

- If your appeal is based on a pending change of major to a major outside of the College of Engineering, please attach documentation of your approved change of major.

- OR your change of major must appear on your PolyProfile by the appeal deadline. You must still submit an appeal and provide some type of documentation of your major change.

 These are the only exceptions the College of Engineering will be making concerning disqualified students and change of majors.
## Filling Out My Appeal:

Common questions students may have when working on their appeal:

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PART 2
Appeal FAQ

When is it due?

- The Appeal is due **Wednesday September 14\textsuperscript{th} at 12pm (Noon)!**
- Appeals are reviewed by a committee. They will not be able to meet with any students until all appeals have been submitted and reviewed.

What goes in my Appeal?

Please write your name, EMPL ID #, major, and phone number on the top of your appeal.

1. Explain the extenuating circumstances during Summer 2016 and previous quarters, and why these circumstances negatively impacted your performance.
2. Attach any pertinent documentation that provides compelling evidence for the circumstances surrounding your poor performance.
3. Attach a plan for success which should include:
   1. Coursework that needs to be repeated,
   2. Courses that you are planning to take,
   3. If you are employed or planning to be employed, your work schedule or number of work hours per week,
   4. Study strategies you plan to implement,
   5. Any campus resources such as Academic Skills Center, Health & Counseling Services, Disability Resources Center, etc. that you plan to take advantage of.

*Continue to next slide*
In addition, The College of Engineering would like the following information:

4. What is your major GPA?
5. How many quarters have you attended Cal Poly and how many quarters have you been on academic probation and/or subject to disqualification? Calculate percentage of time you have been on academic probation and/or subject to disqualification.
6. How many repeat credits have you used?
7. Attach a quarter-by-quarter graduation plan with the catalog year you are following.
9. Is your appeal based on pending change of major to a major outside of the College of Engineering? See previous slide.
On your appeal, make sure you...

- Write your full name, EMPL ID, Major and phone # in a visible place

AND...

- Clearly indicate which questions you are answering
Appeal FAQ

How should I turn in my appeal?

- It is preferred that you email it to engineer@calpoly.edu
  - RECOMMENDATION:
    - Convert files to a PDF. Make them one large PDF attachment to verify we print out each document
    - Or save them as an RTF file, as they can be opened on any computer

- Appeals can also be hand delivered to Bldg. 40 Rm. 111.
Appeal FAQ

What do I write in my explanation? Or my plan for success?

We really can’t assist you too much in this, but we always want to stress that this is your one chance to explain what happened and what you plan to do to change your academic status. Be descriptive, and if possible, provide documentation (doctor’s notes, etc.).

How do I calculate my Major GPA?

Using your PolyProfile (under the Registration and Enrollment tab) and curriculum sheet, add up all of your “GRADE POINTS” you have received in the “major” section of your curriculum sheet.

Add up all of the “UNITS GRADED” you have taken/at tempted to take in the “major” section of your curriculum sheet.

Divide the sum of your grade points by the sum of your units graded.
What is my catalog year?

Every two years a new catalog is released with new curriculum information.
Whenever you started here at Cal Poly is the catalog you were automatically placed on.
Ex: If you came here in 2013 or 2014, you would be under the 13-15 catalog year.
However, you are eligible for any catalog from the time you started Poly to the most current (15-17).
You can find curriculum sheets for each catalog on our website: http://eadvise.calpoly.edu/majors/.
Appeal FAQ

- What happens if my appeal is accepted?
  - You will continue attending courses and will potentially be placed on a Last Chance Contract.
  - Do well in class!
    - We know it’s not as easy as it sounds, especially in a rigorous program like Cal Poly’s!
  - Understand the consequences that may occur if you do not meet the terms of your last chance contract.
  - We also recommend that you meet with your faculty advisor to discuss the issues you may be having in your courses.
    - Your faculty advisor is assigned within your major department.
Appeal FAQ

- Am I still enrolled in the courses for the upcoming quarter? Should I still attend my courses?
  - Yes, and Yes! If your appeal is approved you will continue attending your courses, as long as they meet the terms of your Last Chance Contract.
Appeal FAQ

- What happens if my appeal is denied?
  - You will be automatically disenrolled in your courses. Your disqualification stands, and you will want to review it to see the options available to you.

- How can I get a refund on my enrolled courses and other finances if I am dismissed?
  - Contact Student Accounts at (805)756-2256.
Can I Come Back to Cal Poly?

Those students who do not appeal or have their appeal denied should review the readmission requirements outlined on our website.
Questions?

- Please contact the Advising Center if you have any questions/concerns about your academic standing

- Engineering Advising contact information:
  - Building 40, Room 111
  - eadvise@calpoly.edu
  - 805-756-1461