

**Petitions Appeals Process**  
**(approved by LEC 1-18-05)**

1. The University Director of Liberal Education and Assessment will rule on Miami Plan petitions. Students will be informed by letter of the Director's decision; copies will be sent to the Registrar's Office and to the student's advisor. Letters for denied petitions will include a description of the appeals process (see below).
2. A student may appeal the Director's decision by requesting, in writing, that the Petitions Subcommittee of the Liberal Education Council review the petition. The student may include additional information with the appeal.
3. Upon receipt of a request for an appeal, the student's petition and any additional information submitted will be sent to the Petitions Subcommittee for review. A majority vote of the subcommittee will be the final decision on the petition. The Director will not have a vote in this appeal process. The student will be informed, in writing, of the decision on the appeal. If the decision reverses the Director's decision, a letter will be sent to the Registrar's Office and the student's advisor informing them of the reversal in the appeal.

**Membership of the Petitions Subcommittee of the Liberal Education Council** – At least 5 current or former members of the Liberal Education Council will serve on the Petitions Subcommittee, with a majority of the subcommittee comprised of current LEC members. Appointments to the subcommittee are made by the University Director of Liberal Education and Assessment.

**Paragraph in letter to student about appeals process (only on denied petitions):**

Should you desire to appeal this decision, you may request that the Subcommittee on Petitions of the Liberal Education Council review your petition. Such requests should be submitted in writing to the Office of Liberal Education and should include any additional information you would like the subcommittee to consider. You will be notified in writing of the subcommittee's decision. All decisions of the subcommittee are final.