



# Committee on Admissions & Records

## What is the CAR?

The Committee on Admissions & Records (CAR) is a faculty senate committee that, with recommendations from the student's Academic Dean, makes decisions regarding individual student cases involving modifications to academic records, academic standing or discipline, and other academic matters. Appeals to the CAR are accepted in writing only and must go through a CNS Academic Dean first.

## How Do I Appeal?

To appeal to the CAR you must submit a typed business format appeal letter including your SPIRE ID number, UMass email address, and daytime telephone number and any supporting documents to the CNS Dean's Office at 220 Morrill II. Since the Dean must compose a letter of recommendation to accompany your appeal, the Dean sets specific deadlines by which appeals must be submitted, based on the date of the next CAR meeting. Call the office at 413-545-1969 for specifics.

## What Should I Include In My Appeal?

- A brief statement about the exceptions to the University regulations you want the CAR to consider that includes an explanation of the problems affecting your academic performance and the dates the problems occurred;
- Supporting documents verifying your statement (see \* below) and any letter(s) of support you may wish to include;
- An explanation of how your problems have been resolved;
- A plan of specific steps you will take to improve your academic situation if your appeal is approved.

## What Kind of Supporting Documents?

(1) If personal illness - Information on the severity of the illness and dates of treatment from your personal physician. If you were treated at University Health Services, obtain a Medical Verification form online at <http://www.umass.edu/uhs/accesstocare/forms>, complete your part, and submit the form to the UHS Records Department. The UHS fax number is 413/577-5440. If you were treated elsewhere, your health care provider should send a letter on official stationery.

(2) If personal and/or family problems - Description of the problem from a counselor, Dean of Students, clergy member, family member(s), etc. If you were treated at Mental Health Services, you should sign and return to MHS a Release of Information form, which can be obtained online at <http://www.umass.edu/uhs/accesstocare/forms>. The MHS fax number is 413/545-9602. The Dean will call the MHS Director to confirm whether or not there is support for your request for special consideration. No information about your condition will be released.

\*Note: if possible, include these documents with your statement and bring to the Dean's Office; if not, you may fax the information to 413/545-1977 or email the dean, but please indicate how it will be sent.

## What Happens Once I Submit My Appeal?

Once we receive an appeal, it is reviewed by CNS Advisory Committee. Your academic record, all grades, your academic standing each semester, whether you have done well in classes that predict your success in your intended major, whether you have taken advantage of the numerous resources and support agencies on campus, and the nature of your extenuating circumstances will all be considered.

The Dean will then make a recommendation to the CAR in a cover letter and forward it in time for their next scheduled meeting. You will receive an email from the CAR directly, sent to your UMass email address, informing you of their decision. All CAR decisions are final.