Appeal of Academic Dismissal

Step 1:

Student Name ____________________________________________

Student ID @_________________________ Phone: __________________________

Email address: __________________________________________

Major _________________________ Year you entered FIT: __________ Your current semester 1 2 3 4 5 6 7 8

Are you a full-time day student_____ or evening/weekend______?

I submitted an appeal previously _____Yes _____No; if yes, date of submission________

Briefly summarize why you are making this appeal; use another page to write your full statement. You may wish to explain your poor performance or your failure to complete the required assignments for the course(s). Describe how you plan to improve your academic performance or to complete your unfinished work. You may attach information about your past academic record or what you see as your potential to complete college study. If available, attach a current copy of your degree audit.

I have read and understand the information provided in the Academic Standing Appeal Procedure. All information I wish to present for my appeal to the Faculty Senate Committee on Academic Standards is on this form or enclosed with it.

Signature: ___________________________ Date: __________

_________________________ (print name):

Received by Registrar’s Office (date) ________ Signature: ___________________________

_________________________ (print name):

Received by Major Department (date) ________ Signature: ___________________________

_________________________ (print name):

Student completes Step 1 only
Step 2: Chair or designee is required to provide a statement with special attention to your assessment of the student’s performance, ability to succeed in the major and extenuating circumstances, if any.

Department: ________________________________________________________________

Based upon review of the materials presented, the Department makes the following recommendation to the Committee on Academic Standards:

☐ Academic Probation ☐ Academic Dismissal

COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature: ___________________________ Print name: ___________________________

Title: ___________________________ Date: ___________ ___

Email: ___________________________ Phone: ___________________________

Step 3: Dean is required to provide a statement with special attention to your assessment of the student’s performance, ability to succeed in the major and extenuating circumstances, if any.

Dean of the School of Art & Design ☐
Dean of School of Business and Technology ☐
Dean of School of Liberal Arts ☐

Based upon review of the materials presented, the Dean makes the following recommendation to the Committee on Academic Standards:

☐ Academic Probation ☐ Academic Dismissal

COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

School Dean’s Signature: ___________________________ Date: ___________ ___
Print name: ___________________________
Step 4: To be completed and signed by the Committee on Academic Standards:

Based upon review of the materials presented, the Committee on Academic Standards makes the following recommendation to the Vice President for Academic Affairs:

☐ Academic Probation ☐ Academic Dismissal

COMMENTS:

____________________________________________________________________________

____________________________________________________________________________

Committee on Academic Standards
Chairperson’s Signature __________________________ Date ____________

Print name: ____________________________________________

Step 5: To be completed and signed by the Vice President for Academic Affairs:

Based upon review of the materials presented, I agree/disagree with the recommendation of the Committee on Academic Standards. I recommend the following:

☐ Academic Probation ☐ Academic Dismissal

COMMENTS:

____________________________________________________________________________

____________________________________________________________________________

Signature: ____________________________ Date: _________________

Vice President for Academic Affairs

Distribution: Student
Office of Records & Registration