

Appeal of Academic Probation or Dismissal

(check one) Appeal Academic Probation Appeal Academic Dismissal

Step 1: Student, complete Step 1 and deliver this form to the Office of the Registrar, Room C-158, by **Jan. 10, 2012**
 Registrar Fax 212-217-3821 Registrar Telephone 212-217-3848

Your Name (first): _____ (middle): _____ (Last): _____

Student ID @ _____ FIT Email: _____ @fitnyc.edu Phone: _____

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

Attach a current copy of your DARS audit. In the space below, briefly summarize why you are making this appeal.

You may use another page for your full statement, if needed. You may wish to explain your poor performance or your failure to complete the required assignments for the course. 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.

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 college-wide Committee on Academic Standards is on this form or enclosed with it.

Signature: _____ Date: _____

Received by Registrar's Office (date) _____ Signature: _____
 (print name): _____

Registrar delivered to Academic Dept. (date) _____ Received by: _____

Step 2: *(The faculty advisor, representative of the department's Committee on Academic Standards, or the chairperson is to meet with the student and complete this section.)*

Department: _____ Date of meeting with student: _____

Department Recommendation to the Faculty Senate Committee on Academic Standards:

Academic Probation Academic Dismissal Good Standing
(If the department's recommendation is to change the current standing, please provide a statement; attach a separate page, if needed.)

Print name: _____ Signature: _____

Title: _____ Date: _____

Email _____ @fitnyc.edu Phone 7- _____

Step 3: Dean's Signature: _____ Date: _____

The dean's office forwards this appeal form to the Office of Faculty Services, D-220 to be compiled for the meeting of the Faculty Senate Committee on Academic Standards.

Forms are due at D-220 by **10am January 17** for review by FSCAS on January 18, 2012.

Step 4: *(to be completed by the Faculty Senate Committee on Academic Standards)*

The committee has reviewed the appeal and finds:

Based on these findings, the committee makes the following recommendation to the Vice President for Academic Affairs:

- Academic Probation
- Academic Dismissal
- Good Standing

Committee on Academic Standards
Chairperson's Signature _____ Date _____

Step 5:

Based on the record presented, I find the appeal process [has / has not] been followed properly.
The decision of the Faculty Senate Committee on Academic Standards [is final / is rescinded].

Signature _____ Date _____
Vice President for Academic Affairs

Distribution: Student
Vice President for Enrollment Management & Student Success
Bursar
Committee on Academic Standards c/o Faculty Services
Director of the Student Counseling Center
Dean for Student Development
Director of Financial Aid
Major Department
Director of Records and Registration
Director of Residential Life