Appeal of Academic Probation or Dismissal

( check one ) □ Appeal Academic Probation  □ Appeal Academic Dismissal

Step 1: Complete and deliver to the Registrar’s Office in Feldman Center Room C158, by Tuesday, June 13, 2017 at 12 noon. This is the only step to be completed by student.

Registrar Fax 212-217-3821 Telephone 212-217-3848 Email FIT_Registrar@fitnyc.edu

Your Name (first);________________________________________(M.I.);_____(Last);________________________________________
Student ID @____________ Email address: _____________________________ Tel: __________________________
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_______

Attach a current copy of your DARS audit. 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.

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: ___________

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 ☐ Good Standing

COMMENTS:
______________________________________________________________

______________________________________________________________

______________________________________________________________

Signature:_________________________________________ Print name:________________________

Title: ___________________________ Date: ________________

Email: ___________________________ @fitnyc.edu 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 ☐ Good Standing

COMMENTS:
______________________________________________________________

______________________________________________________________

______________________________________________________________

School Dean’s Signature: ___________________________ Date: ________________

Print name: ___________________________

The School Dean’s office forwards the appeal form to the Office of Faculty Services at 236 W. 27St Suite 301 by Monday, June 19 at 10:00 AM. The Committee on Academic Standards will meet on Wednesday, June 21, 2017.
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  ☐ Good Standing

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  ☐ Good Standing

COMMENTS:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Signature: ___________________________ Date: ________________

Vice President for Academic Affairs

Distribution:  Student
Office of Records & Registration