

UNDERGRADUATE ACADEMIC FORGIVENESS APPEAL APPLICATION

Step 1:

Student Name _____

Student ID @ _____ Phone _____

Email address: _____

Original Major _____ Year you entered FIT _____

Requested Major/Semester _____

Were you a full-time day student _____ or evening/weekend _____? Year of last attendance _____

Have you previously submitted an application to appeal academic dismissal? YES NO

If yes, date of submission _____

Grade point average (GPA) at time of last attendance _____

Briefly summarize why you are making this appeal; use another page to write your full statement. You may wish to explain your poor performance. 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 Forgiveness Policy Guidelines**. 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

Student Name _____

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:

Recommend for Conditional Re-Admission

Not recommended for Conditional Re-Admission

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: Recommend for Conditional Re-Admission

Not recommended for Conditional Re-Admission

COMMENTS:

School Dean's Signature: _____ Date: _____

Print name: _____

Student 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:

- Recommend for Conditional Re-Admission
- Not recommended for Conditional Re-Admission

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:

- Recommend for Conditional Re-Admission
- Not recommended for Conditional Re-Admission

COMMENTS:

Signature: _____ Date: _____
Vice President for Academic Affairs

Distribution: Student
Office of Records & Registration
Office of Admissions