Appeal of Academic Dismissal

Step 1: Student

Name ________________________________________________________________

FIT ID: _____________________________________________________________

Phone ____________________________________________________________

Email _____________________________________________________________

Major _____________________________________________________________

Original admission date _____________________________________________

Have you submitted an appeal before?  No Yes, if yes, date of submission __________________________

A summary of why you are making this appeal is required. 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: __________

Student completes Step 1 and then

Submits form and appeal statement to the Registrar by email or to deliver to room C204
**Student Name** _______________________________________________________

Step 2: Major Chair  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:** Chair, please 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.

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Signature: ______________________________________  Print name: ___________________________

Title: _______________________________________  Date: ___________________________

Email: __________________________  Phone: ___________________________

Step 3: School Dean  School: ________________________________________________

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

☐ Academic Probation  ☐ Academic Dismissal

**COMMENTS:** Dean, please 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.

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Signature: ______________________________________  Print name: ___________________________

Title: _______________________________________  Date: ___________________________

Email: __________________________  Phone: ___________________________
Step 4: CAS: To be completed and signed by the Committee on Academic Standards:

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

☐ Academic Probation
☐ Academic Dismissal

Signature: ___________________________________________  Print name: ___________________________________________

CAS Chair Name_________________________ Date: ________________

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

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

☐ Academic Probation
☐ Academic Dismissal

Signature: ___________________________________________  Print name: ___________________________________________

VP AA Name_________________________ Date: ________________