

## 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: \_\_\_\_\_

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Received by Registrar's Office (date) \_\_\_\_\_

Signature: \_\_\_\_\_

(print name): \_\_\_\_\_

Received by Major Department (date) \_\_\_\_\_

Signature: \_\_\_\_\_

(print name): \_\_\_\_\_

**Student completes Step 1 only**

Student Name \_\_\_\_\_

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

Student Name \_\_\_\_\_

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**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:**

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Committee on Academic Standards

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

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**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:**

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Signature: \_\_\_\_\_

Vice President for Academic Affairs

Date: \_\_\_\_\_

Distribution: Student  
Office of Records & Registration