Academic Forgiveness/Appeal of Academic Dismissal

Step 1: Student

Name

FIT ID:

Phone

Email

Major

Original major and admission date

Readmission request: major and semester

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 Forgiveness 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: __________

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 Forgiveness/Approve Conditional Readmission on Academic Probation
☐  Academic Dismissal/Not Approved for Conditional Readmission

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.

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 Forgiveness/Approve Conditional Readmission on Academic Probation
☐  Academic Dismissal/Not Approved for Conditional Readmission

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.

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 Forgiveness/Approve Conditional Readmission on Academic Probation
☐ Academic Dismissal/Not Approved for Conditional Readmission

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 Forgiveness/Approve Conditional Readmission on Academic Probation
☐ Academic Dismissal/Not Approved for Conditional Readmission

Signature: __________________________ Print name: __________________________

VP AA Name __________________________ Date: ____________