Academic Disqualification Appeal Form
Undergraduate Students

Step #2a:
Meet with your adviser. Your adviser’s recommendation is needed for your disqualification to be reconsidered.
You should send your completed appeal essay to your adviser before you meet with them.

Adviser Use Only
After reading the appeal essay and discussing the student’s situation with them, check one of the two boxes below:

☐ I DO recommend that this student’s academic disqualification be reconsidered by the committee.
Reason: __________________________________________________________

☐ I DO NOT recommend that this student’s academic disqualification be reconsidered by the committee.
Reason: __________________________________________________________

Adviser Signature: ___________________________ Department: ______________ Date: ______________

Step #2b:
If recommended for reconsideration, adviser and student must agree to an academic plan that would allow the student to make academic progress if readmitted. Adviser – list the courses that the student must take to complete degree:

Term: Fall / Spring 20______ 1.____________________ 3.____________________
2.____________________ 4.____________________

Term: Fall / Spring 20______ 1.____________________ 3.____________________
2.____________________ 4.____________________

Step #3:
Submit the completed form to the Director of Academic Affairs, located in LC 218.
You will be notified by e-mail of the committee’s decision within approximately one week.