GRADUATE STUDENT APPEAL OF ACADEMIC DISQUALIFICATION

NYU | TANDON SCHOOL OF ENGINEERING

Graduate Academics

According to NYU Tandon School of Engineering regulations, you have failed to achieve the minimum academic standards required for continuation of studies, and you have been academically disqualified.

If you wish to appeal your disqualification to the Graduate Appeals Committee, please use this form. There are two parts to your appeal:

1) This form, complete with your signature and the signature of your program advisor;

2) A required essay in which you provide an explanation of the extraordinary circumstances that prevented you from achieving and maintaining the NYU Tandon minimum graduate GPA requirement of 3.0. In particular, please explain why two semesters of probation were not sufficient to raise your cumulative GPA to standards, and why you believe that you would be successful if given a third semester of probation. Please be sure to include your full name and University ID (N#) on your essay in the event that it gets separated from your appeal form.

Once your appeal is complete, upload this form and your essay to NYU Brightspace via the link in the e-mail instructions. Alternatively, you may scan your completed appeal and e-mail to Ms. Racquel Cooper, Senior Director of Graduate Academics, at racquel@nyu.edu.

Please note that submission of an appeal does not in any way constitute a guarantee of continuation of studies. Appeals will be evaluated on a case-by-case basis, and factors that are considered include, but are not limited to, final cumulative GPA, term GPAs, number of repeated courses, and personal circumstances that might have affected your studies.

Once a decision has been rendered about your appeal, you will receive an official Notification of Outcome from the Office of Graduate Academics. You should receive the Notification of Outcome within 15 working days from the receipt of your appeal.

Pending notification of outcome, please do not contact the Office of Graduate Academics or other NYU offices, including the Office of the Dean, regarding your academic disqualification and appeal. The purpose of the appeal form is to allow you the opportunity to discuss, in detail, the reasons for your performance and your request for additional probation. Continuous contact about this matter with the Office of Graduate Academics or any other NYU Office will only delay the process of evaluation.

However, should you have any specific questions about the appeal form or the essay, you may contact Ms. Racquel Cooper, Senior Director of Graduate Academics, at racquel@nyu.edu.

APPEAL DECISIONS MADE BY THE GRADUATE APPEALS COMMITTEE ARE BINDING AND FINAL

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INSTRUCTIONS

This form must be completed by the student, signed by the departmental advisor, and uploaded to NYU Brightspace via the link in the e-mail instructions.

STUDENT INFORMATION

First Name	Last Name	N _____ University N#

Academic Major	Telephone Number	Net ID

Academic Home Department	E-mail Address

STUDENT NOTICE OF RESPONSIBILITY

First Semester of Probation

_____
Semester & Year

Second Semester of Probation: _____   **Final CGPA:** _____

Semester & Year

By submitting this form and the attached essay to the Graduate Appeals Committee, I am requesting a review of my academic disqualification and an additional semester of probation. I understand that submission of this appeal does not guarantee that I will be approved for further studies. I also understand that if given an opportunity to continue my studies, certain academic requirements might be mandated, such as the repetition of a particular course or restrictions regarding the types of courses that may be taken during a third probationary semester.

Student's Signature	Date

ACADEMIC ADVISOR NOTICE OF RESPONSIBILITY

By signing this appeal form, I attest to the fact that I am the student's academic adviser, and that I have reviewed this student's academic progress and understand that per standard policy, he or she has already received two semesters of probation. I further attest to the fact that I believe there are mitigating circumstances that justify an exception to NYU Tandon School of Engineering policy regarding academic progress, and request consideration of a third semester of probation for this student.

Advisor's Signature	Advisor's Name	Date

STUDENTS: DO NOT WRITE BELOW THIS LINE

ADMINISTRATIVE ACTION

YA1 Term GPA: _____   **YA2 Term GPA:** _____