Academic Disqualification Appeal Form
Undergraduate Students

Name: _____   Date: _____

School ID: _____   Net ID: _____   Major: _____

Semester of Disqualification: _____   Semester of Proposed Return: _____

Check if International student: ☐

Step #1:
Write an appeal essay to the Academic Standing Committee explaining the following:
1. What specific circumstances caused you to be academically unsuccessful at the School of Engineering?
2. Why do you think you would be more successful academically if readmitted?
   (Be as specific as possible in listing what you would do differently, what support services you would use, what actions you would take and anything else that you will do to succeed)

NOTE: The appeal essay should be sent by e-mail to the Office of Academic Affairs at mc3378@nyu.edu so that it can be sent to the members of the Academic Standing Committee for review.

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.