

Academic Disqualification Appeal Form Undergraduate Students

Name: _____ Date: _____

NYU ID: _____ Major: _____ International student: Yes No

Semester of Disqualification: _____ Semester of Proposed Return: _____

<< Appeal Deadline: To be considered, all appeals must be submitted 3 weeks before the first day of the semester >>

The Appeal Process Steps

1

The Appeal Essay

Write an appeal essay explaining what caused you to be academically disqualified.

Why do you think you would be more academically successful if you were readmitted?

NOTE: Be as specific as possible in your appeal plan. What you would do differently?

What support services would you use? What other actions you would take that would enable you to succeed?

2

Advisor Recommendation

Your departmental advisor's recommendation is needed for your disqualification to be reconsidered. If possible, send your appeal essay to your advisor before meeting with them.

If you are appealing to a different major from your current one fill in the proposed major here: _____

< Departmental Advisor Section - Please Fill Out After Meeting with the Student >

Check one of the two choices below:

I DO I DO NOT recommend that this student's academic disqualification be reconsidered.

Reason: _____

If the department recommends the appeal, fill out the courses the student would take if readmitted.

Term:	Summer	Fall	Spring 20____	Term:	Summer	Fall	Spring 20 ____
1. _____	_____	3. _____	_____	1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____	2. _____	_____	4. _____	_____

Advisor Signature: _____

Department: _____

Date: ____ ____

3

Submitting Appeal Form

If your appeal is approved by the department you should submit (1) this completed form (2) and your appeal essay, to the Director of Academic Affairs via e-mail <mc3378@nyu.edu> or in person to LC 218.

4

The Appeal Decision

This form, your appeal essay and academic record will be reviewed by the by the Disqualification Appeals Committee for a final decision regarding readmission. You will be notified by e-mail of the committee's decision within one week.

If you have any questions e-mail Michael Campbell, the Director of Academic Affairs <mc3378@nyu.edu>