New Jersey Institute of Technology

# ACADEMIC DISMISSAL APPEAL FORM

DIRECTIONS – Students complete Sections A, B and C, and submit to Graduate Advisor. Graduate Advisor completes Section A and submits to the Associate Dean of the college. **The Associate Deans complete Section E and forward to the Office of Graduate Studies as per the instructions that will be forwarded to them.**

**SECTION A: STUDENT INFORMATION**

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| Last Name: | First Name: | Student ID #: | Date: |
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| Email Address: | Daytime Phone #: | College: | Major: |
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| Graduate Advisor: | State your GPA for the previous three semesters including the most recent semester | |  |
| Semester: | GPA: |
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**SECTION B: EXPLANATION OF CIRCUMSTANCES**

Please give careful thought to the preparation of your statements on this appeal form so that your Graduate Advisor and the Associate Dean will have as complete a picture of your situation as you can present. Please, state the factors that affected your academic performance.

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**SECTION C: PLAN TO IMPROVE ACADEMIC PERFORMANCE**

You should contact your Graduate Advisor and develop a detailed plan stating how you will improve your academic performance. Please, state specific steps to be taken.

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**SECTION D: GRADUATE ADVISOR RECOMMENDATION AND COMMENTS**

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**SECTION E: ASSOCIATE DEAN FINAL DECISION AND COMMENTS**

Provide a final decision.

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