

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
ACADEMIC REVIEW COMMITTEE



Guidelines to Appeal An Academic Dismissal

Dismissal

- The academic record of students who fail to meet the minimum retention standards are reviewed each semester by the Academic Review Committee.
- Immediately following dismissal, a student will have the option to appeal the Academic Review Committee's decision.
- Upon dismissal, a student may not enroll at John Jay College for a minimum of one year. There is no presumption that students will be readmitted. If you hope to resume your studies at John Jay College, we strongly advise you to take courses at another institution to show that you are ready to return by achieving a 2.0 GPA (C or better).
- **All appeal documentation must be submitted via email as one document to: dismissalappeal@jjay.cuny.edu by the deadline date on the dismissal letter.**
- **Late appeals will not be accepted.**
- ***The decision of the Academic Review Committee is final.***

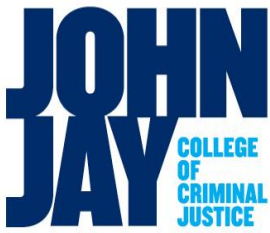
Appeal Process

- The Academic Review Committee of John Jay College will consider each student's appeal for reinstatement but keep in mind you are currently dismissed from the college and reinstatement is not a guarantee.
- Once the Academic Review Committee has reviewed all submitted appeals, students will be promptly notified of the committee's decision **via John Jay student email address.**
- Students will need the following in order to submit an appeal:
 - A completed *Academic Dismissal Appeal Form* (on the reverse side of this page)
 - Personal Statement (typewritten—see below)
 - Documentation: **(DO NOT SUBMIT ORIGINAL DOCUMENTS; THEY WILL BE DESTROYED AFTER REVIEW)**

How to Prepare for an Appeal

- **Your Personal Statement:**
 - Compose a typed, double spaced, well thought out statement for the Academic Review Committee outlining the factors that have affected your academic progress.
 - Explain the extenuating or extraordinary emotional, financial, legal circumstances that have affected your academic performance. (*i.e., personal illness or accident, loss of employment, military, loss of childcare, etc.*)
 - Address what change(s) you have made to ensure you will be able to succeed if reinstated. Consider what would be different academically and in your life.
 - Present a realistic plan and discuss some strategies that will apply in order to stay on track academically. (*e.g. seek tutoring, advisement, and/or counseling; decrease work hours, etc.*)
- **Examples of Acceptable Documentation:** (*please note that that these documents must be dated to match the semester you are making the request for*)
 - Medical Records
 - Legal Documentation/Accident Reports
 - Eviction notice
 - Employment Termination Documentation
 - Birth/Death Certificate
 - Deployment Letter

Please note: Once your packet is submitted it will be reviewed by the Academic Review Committee. All decisions are final.



**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
ACADEMIC REVIEW COMMITTEE
ACADEMIC DISMISSAL APPEAL FORM**



Undergraduate students who fail to meet the minimum retention standards and are dismissed from John Jay College of Criminal Justice may file a petition to appeal their Academic Dismissal.
Please refer to the attached guidelines on what is required to submit this appeal.
ALL APPEAL DECISIONS WILL BE SENT VIA STUDENT JOHN JAY EMAIL ADDRESS.

SECTION A			
LAST NAME	FIRST NAME	EMPLID	DATE SUBMITTED
STREET ADDRESS		CITY & STATE	ZIP CODE

PHONE #	REQUESTED REINSTATEMENT SEMESTER

SECTION B			
IDENTIFICATION OF EXTENUATING CIRCUMSTANCES (CHECK ALL THAT APPLY)			
<input type="checkbox"/>	Personal illness or accident	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Loss of employment	<input type="checkbox"/>	
<input type="checkbox"/>	Military obligations	<input type="checkbox"/>	
<input type="checkbox"/>	Loss of childcare	<input type="checkbox"/>	

*****DO NOT WRITE BELOW THIS LINE*****

SECTION C			
REASON FOR DISMISSAL (CHECK ALL THAT APPLY)			
<input type="checkbox"/>	Student did not meet the minimum overall GPA of a 2.0 required to remain enrolled at John Jay.	<input type="checkbox"/>	Student received two Fs, FINs, WUs, Rs, or WNs or any combination in a remedial or developmental course(s)
<input type="checkbox"/>	Student did not meet the required standards set by the Academic Review Committee. (E.g., Completion of 6 credits of B or better)	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Student did not pass the CUNY Assessment Exams (CAT) by the 60 th credit		

ACADEMIC REVIEW COMMITTEE DECISION & COMMENTS	
<input type="checkbox"/>	APPEAL DENIED
<input type="checkbox"/>	APPEAL APPROVED
<u>CONDITIONS OF APPROVAL:</u> Student must complete _____ credits of a minimum grade of _____ or better. Student must take these specified course(s): _____	