



GRADUATE ACADEMIC DISMISSAL APPEAL APPLICATION & PROCESS

This application is used only if the student is appealing an academic dismissal. The student will submit this form as the cover page of their academic dismissal appeal application that includes: a table of contents outlining every attachment included in the appeal, a letter addressing the reason for the appeal, a plan for being successful in the program if allowed to return and any additional documentation relevant to the appeal. The completed application must be emailed to the Graduate Dean via email to: graduateappeals@jjay.cuny.edu The Grade Appeal must be submitted within two weeks of receiving your academic dismissal letter from the Graduate Dean.

Student Information

First Name: _____ Last Name: _____
EMPLID: _____
Mailing Address: _____
Email Address: _____ Phone Number: _____

Program Information

Graduate Program _____ Graduate Program Director _____

I have included:

- This signed form as the cover page of your appeal package
- A letter addressing why you are appealing
- A plan for being successful in the program if you return
- Any additional documentation you deem relevant to your appeal

Student Signature (required): _____ **Date:** _____

Submit the completed application in **electronic format** to: graduateappeals@jjay.cuny.edu

GRADUATE DISMISSAL APPEAL PROCESS

An academic dismissal appeal **must be filed within two weeks of receiving your dismissal appeals letter from the Graduate Dean.**

The student should complete a dismissal appeal form available from the Jay Stop website _____ . The form requires a letter and documentation addressing: the reason for the appeal, a plan for being successful in the program if allowed to return, and any additional optional documentation relevant to the appeal.

Required Documentation and Instructions:

1. Use this document as the cover page of your appeal.
2. Create a table of contents outlining every attachment included in your appeal.
3. Attach the following:
 - a. A letter of why you are appealing:
 - i. Explain the circumstances that have affected your academic performance (i.e. illness, death, etc.)
 - ii. Present a realistic plan for success in the program if readmitted, provide some changes you have made and strategies that will apply in order to stay on track academically (i.e. tutoring, advising, decrease work hours, etc.)
 - b. Any additional documentation you deem relevant to your appeal.

The completed form and documentation must be submitted to the Graduate Dean via email to: graduateappeals@jjay.cuny.edu

Upon receiving the dismissal appeal request, the Dean will review the application in consultation with the program directors. The decision of the Graduate Dean is final.