



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 to: [dismissalappeal@jjay.cuny.edu](mailto:dismissalappeal@jjay.cuny.edu) by the deadline date on the dismissal letter. Late appeals will not be accepted.**

**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 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

**How to Prepare For 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., illness, incarceration, divorce, death, military service, 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.*