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 Dean completes Section E. The Associate Dean submits the final decision to the Registrar by also cc’ing Graduate Studies (gso@njit.edu).

**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: |
|  |  |  |  |
| 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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