

APPEALING A DECISION ON ACADEMIC SUSPENSION (UNDERGRADUATE STUDENTS)

Students who have received a notice of academic suspension because of their academic record, may appeal the decision if extenuating circumstances have contributed to their unsatisfactory performance.

How can students file (submit) an appeal?

An appeal can be filed by sending a letter addressed to the Committee on Undergraduate Student Appeals. The letter **must be submitted electronically** (preferably as a PDF file) to the following address: appeals@njit.edu. **Hard copy** letters of appeal **will not be considered** by the Committee.

When should the appeal letter be filed?

The appeal letter must be filed by the deadline indicated on the notice of academic suspension the student has received. The notice is sent electronically to the e-mail address on file for the student.

What should the letter contain?

The appeal letter must be **typewritten** and contain the following:

- Student's full name, SID, program of study, telephone number, and preferred e-mail address (if different from the one on record).
- A description of the extenuating circumstances that had a major impact on your academic performance.
- Reasons why you think that the appeal should be granted along with changes that have occurred and will assist you in achieving academic success this time.
- The letter should be brief; points raised should be accurate, complete, and concise.

What should the letter NOT contain?

If there were medical reasons that contributed to the unsatisfactory performance, they can be mentioned in the letter in general terms (“medical reasons”) but **there should be no medical records attached to the letter**. A record of medical reasons should already exist in the NJIT Health Services Office, Counseling Center, or the Office of the Dean of Students. The committee will verify the validity of your claim through the NJIT offices mentioned above without getting access to confidential, personal information. Claims of medical reasons that have not been reported earlier to the appropriate NJIT offices will not be accepted by the Committee.

Is the decision of the Student Appeals Committee final?

Yes, the Committee’s decision is final and, if not favorable, it cannot be appealed further.

Can students meet with the Committee?

The Committee only considers the written arguments students submit and reexamines their academic record; the Committee does not meet with the students in person.

When will the decision of the Committee be communicated to the student?

The Committee will meet soon after the deadline for submission of appeals in an effort to facilitate the students’ plans for the subsequent semester. Students will be notified about the outcome of their appeal immediately after the Committee meeting via an e-mail notice.