

ACADEMIC DISMISSAL APPEAL

INSTRUCTIONS AND COVER SHEET

Name

Student ID Number

Committee Response: All decisions will be mailed to your permanent address. If you wish to receive an expedited response, please select one of the following methods of communication:

_____ E-mail to my *oneonta.edu* address

_____ Fax to the following number: (_____) _____ - _____

Submit a typed and signed appeal letter containing the following information. As you write your letter, consider that a cornerstone of academic success is the ability to be resilient in the face of challenges, to be proactive and resourceful in coping with these circumstances, and to consciously strive to make changes and/or improvements.

1. Explain the circumstances or actions that have resulted in your poor academic performance.
2. Outline the proactive steps you took during the semester to address #1.
3. Provide pertinent documentation of any of the extenuating circumstances and/or actions you have been taking to address your circumstances.
4. Explain to what degree these circumstances are or have been resolved.
5. Discuss your plan if faced with similar or other circumstances in the future.
6. What reasonable and actionable plan for success has been and will be put in place for the coming semester?

Affidavit: (Initial each statement)

_____ I am aware I am permitted one appeal only.

_____ I have composed the letter myself.

_____ I have **SIGNED THIS FORM** with my signature.

_____ I understand I cannot receive any information about my status over the phone.

_____ I am aware I can check my status on-line through web services, <http://webservices.oneonta.edu>.

_____ I understand my financial aid eligibility may be affected by my academic standing.

E-MAIL, FAX, or MAIL this cover sheet, your appeal, and supporting documentation by the deadline stated in your dismissal letter to ONE of the following:

EMAIL from your Oneonta email address to SPSC@oneonta.edu

...OR...

FAX to (607) 436-2851

...OR...

MAIL (overnight express is recommended) to:

Student Progress and Status Committee

Netzer Administration, Room 333

SUNY College at Oneonta

Oneonta, NY 13820

STUDENT SIGNATURE: _____ (required) _____ (Date)

All appeals and related materials are confidential and are reviewed only by the Student Progress and Status Committee.

NOTE: All academically dismissed students have the right to appeal their dismissal. Appealing a dismissal does not guarantee reinstatement.