

MONMOUTH UNIVERSITY

(This form is for UNDERGRADUATE STUDENTS only)

GUIDELINES TO FILING AN APPEAL OF ACADEMIC DISMISSAL OR RE-ADMITTANCE

Issued / Revised Fall 2023

- **Complete the Academic Appeal Statement.**

An Academic Appeal Statement explains why the ASRC Committee should reverse your dismissal from your program.

In your Academic Appeal Statement:

- Explain reasons for your poor performance
- Explain how you will address the issues that contributed to your poor performance
- Include an Academic Plan - Detail the steps you plan to take to ensure successful completion of your degree including a plan of study, course sequence, and any limitations of course load and what course will be repeated.
- any additional information you believe is important and should be taken into consideration.

- **Contact your Advisor, Department Chair or School Dean for an immediate appointment.**

During your appointment, you will discuss your appeal and complete your Academic Appeal Plan Outline.

If you are a **double major**, both of your Advisors, Department Chairs or School Deans must review and sign your plan.

Bring to your appointment:

- Academic Appeal Statement
- A copy of your Academic Audit
- Any supporting documentation

- **Collect the following documents and email to: registrar@monmouth.edu**

- **Academic Appeal Statement**
- **Academic Appeal Outline signed by your Advisor, Department Chair or School Dean**
- **Any supporting documentation**

- **The ASRC will send formal notification concerning the outcome of your appeal via email to your MU email account.**

- Should you choose not to appeal at this time, when you decide to re-enroll at the University, you need to coordinate this appeal with the Undergraduate Admissions Office.

Information Sheet for Academically Dismissed Students

Have you had serious personal problems that have impacted your studies or ability to attend class?

Confidential counseling is available (<https://www.monmouth.edu/counseling/>). You may disclose problems to the Committee in confidence. However, it is better to wait until problems are resolved, or at least under control, before trying to continue with your studies.

Do you need help improving your study skills or time management strategies?

Almost every student with academic problems does need help in this area. Monmouth University recommends you sign up to work with an Academic Coach through Tutoring Services. In addition, attending workshop sessions designed to assist you with academic success such as Time Management, Note taking, Reading Strategies, etc. will assist in your academic success. <https://www.monmouth.edu/css/tutoring-services/>. Discuss this with your Academic Advisor or Department Chair.

Are you aware of Academic Support Services which are available to all students?

Consider using the services offered by:

[Center for Student Success | Monmouth University](#)

- Writing Services <https://www.monmouth.edu/writing-services/>
- Tutoring Services: <https://www.monmouth.edu/css/tutoring-services/>
- Math Learning Center (Howard Hall Room 203) [https://www.monmouth.edu/departments-mathematics/math-learning-center/](https://www.monmouth.edu/departments/mathematics/math-learning-center/)

Would you do better if you carried fewer credits per semester (maybe even going part-time) than you have been? If so, limiting the credits you will carry should be part of your plan.

Note that this may affect your eligibility for financial aid, so be sure to consult the Financial Aid Office first if you receive financial aid.

Monmouth University Academic Appeal Statement

Note to Students: Be sure to refer to the instruction page for guidance in completing your Statement.

Student Name:

Student ID:

Student Signature:

Date:

Monmouth University Academic Appeal

Student Name:

Student ID:

Date:

INSTRUCTIONS: Check those items which pertain to your plan.

☐ I will schedule time with the following support services:

<input type="checkbox"/>	Tutoring Services
<input type="checkbox"/>	Counseling
<input type="checkbox"/>	Student Life Office

<input type="checkbox"/>	Writing Center
<input type="checkbox"/>	DDS
<input type="checkbox"/>	Career Development

☐ I will repeat the following courses in which I got D's and F's **next semester or in the first semester they are offered**. I will seek appropriate help so that I will do better this time, meeting with both instructors and my advisor concerning progress in the courses.

Course Code	Semester

☐ I will limit the number of credits for which I register to credit hours 12 per semester until no longer on academic probation (GPA is above a 3.0).

☐ I understand that I will not be permitted to self register.

☐ I will work with my advisor to revise the planned courses for future semesters.

☐ I will limit my work hours as follows: _____

☐ I will meet regularly (please specify dates) with my advisor to discuss my progress.

☐ I have accessed my academic progress on Student Planning and will continue to use it to monitor my progress towards graduation

☐ Other:

Student Commitment

Complete information in black ink.

I recognize that failure to attain the goals as specified in the Academic Appeal Plan can result in a second and irrevocable academic dismissal which is not subject to appeal except for calculation error.

Student Signature

Date

Advisor Commitment

This plan has been developed by the above-named student and

Advisor Name: _____

Print

I believe this student has a reasonable chance of success, and I will work with the student to ensure that the academic appeal plan is followed.

Advisor Signature

Date

Email this plan and any other information you may wish to convey to

**Academic Standards and Review Committee
Monmouth University, Office of the Registrar
West Long Branch, New Jersey 07764**

NOTE: DOUBLE MAJORS MUST OBTAIN SUPPORT FROM BOTH ACADEMIC DEPARTMENTS.

****Your complete appeal will include: 1) Academic Appeal Statement, 2) Signed Academic Appeal Outline, 3) Supporting Documentation (if applicable). Incomplete Academic Appeals will not be reviewed by the Committee. It is the student's responsibility to be sure the plan arrives complete and by the deadline.**