

MONMOUTH UNIVERSITY

(This form is for undergraduate students only; graduate students please contact the Graduate Studies Office)

GUIDELINES TO APPEAL AN ACADEMIC DISMISSAL

Issued / Revised Summer 2016

- Complete the Academic Appeal Statement.
 - Explain reasons for your poor performance
 - Detail steps to improve
 - Use the provided document and confine your explanation to the space provided.
 - Maximum length of written appeal is the space on the attached document.
- Call your Advisor, Department Chair or School Dean for an immediate appointment.
- Bring to your appointment:
 - Academic Appeal Statement
 - Academic Appeal Plan Outline
 - Academic Audit
- With your Advisor, Department Chair or School Dean, complete the 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.
- Attach to the Cover Sheet:
 - Academic Appeal Statement
 - Academic Appeal Outline
 - Any supporting documentation
 - Academic Audit
- Deliver Packet to:

Academic Standards and Review Committee
Monmouth University, Office of the Registrar
The Great Hall, Room 208
West Long Branch, NJ 07764
- The ASRC will send formal notification concerning the outcome of your appeal via certified US mail. If time permits, an informal email notification to your MU email account will also be sent.
- 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 which have required you to miss class or affected your ability to concentrate on your studies?

Confidential counseling is available. 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. **No appeals are allowed if there is a second dismissal.**

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 offers workshops and sessions designed to assist you with these areas. Discuss this with your academic advisor.

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

Consider using the services offered by:

- The Writing Center (Student Center)
- The Math Center (Howard Hall Room 203)
- Peer Tutor Office (College Skills Center)

Have you gotten F's or D's in required courses or courses in which you think you could do better?

If so, repeating the courses with higher grades is the best way to improve your GPA.

Would you do better if you were in a different major?

Students who falter in one major can flourish in another one. There are tests and counselors to talk to who can help with choice of major, courses needed to complete various majors, and careers available in different majors. See your academic advisor to discuss this option.

Do you participate in extra-curricular activities or work more than ten hours a week?

If so, you should consider limiting participation or hours as part of your plan.

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

COVERSHEET FOR ACADEMIC APPEAL

INCLUDE THIS WITH YOUR APPEAL FOR REINSTATEMENT / READMISSION

DATE:

TO: Academic Standards and Review Committee

FROM:

RE: Academic Appeal

Enclosed please find the following documents necessary for my appeal:

- Academic Appeal Statement
- Academic Appeal Outline
- Academic Audit
- Supporting Documentation

ACADEMIC APPEAL STATEMENT

NOTE TO STUDENT:

1. Explain the reasons that led to your poor academic performance.
2. Detail how the circumstances have changed or improved which will enable you to perform successfully in future semesters.
3. Sign and date this statement. Not to exceed 1 page.

Student Name:

Student ID:

Signature:

Date:

Monmouth University Academic Appeal

Complete information in black ink.

DATE:

Student ID#

Student ID#

TO:

Academic Standards and Review Committee

FROM:

Student Name - Print

Telephone Number

INSTRUCTIONS: Check only those items which pertain to you. Modify and add to them as appropriate to your situation:

I will take advantage of the following special support services:

I will repeat the following courses in which I got D's or F's **next semester**. 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

I will limit the number of credits for which I register to _____ credit hours per semester until no longer on academic probation.

I will limit my work hours as follows: _____

I will meet regularly (please specify dates) with my advisor to discuss my progress including midterm grades next semester.

I have accessed my academic audit using WEBstudent and will continue to use it to monitor my graduation progress.

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 final and irrevocable academic dismissal.

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

Return 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.

➡ Incomplete academic plans will not be reviewed by the Committee. It is the student's responsibility to be sure the plan arrives complete and by the deadline.