

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 2021

- 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.
 - **If you are unsure who to contact for assistance email askanadvisor@monmouth.edu**
- Bring to your appointment:
 - Academic Appeal Statement
 - Academic Appeal Plan Outline
- 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
- Email your completed appeal to registrar@monmouth.edu
- The ASRC will send 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.

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
- 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

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

registrar@monmouth.edu
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.