

**ACADEMIC/RE-ADMISSION APPEAL****What is an Academic/Re-Admission Appeal?**

An *Academic Appeal* is for a student who wants to return to school the semester immediately following the one where they are academically dismissed. A *Re-Admission Appeal* is for a student who is out of school for at least 1 semester and wants to return.

**Why do I have to file an Academic/Re-Admission appeal?**

You were not able to maintain satisfactory academic progress (maintain a GPA of at least 2.0) for two consecutive semesters and are academically dismissed. In order to be re-admitted back into the school, you must submit either an Academic or Re-Admission appeal.

**What is the appeal process?**

1. Student submits the personal statement and academic plan **online** to the Academic Standards Committee at [academicappeals@hostos.cuny.edu](mailto:academicappeals@hostos.cuny.edu).
  - a. Personal Statement – In a paragraph or more, explain the unusual circumstances. **Please be as detailed as possible.** “Personal issues” is not detailed enough to be considered a viable reason/unusual circumstance.
  - b. Academic Plan – In a paragraph or more, a plan of action identifying the steps to be taken for improving academic performance by answering the following:
    - a. How has your situation improved or changed?
    - b. What actions are you taking to prevent the situation you were faced with from reoccurring?
    - c. What actions do you plan to take this semester to improve your studies?
    - d. Approximately how many credits do you have left to graduate?
    - e. How do you pay for your studies: (Financial Aid, Yourself, Reimbursement?) If using financial aid such as TAP and Pell, have you applied?
  - c. Medical/other necessary documents (if applicable) to support the appeal. *These documents can be submitted in person so that copies of the documents can be made.*  
**NOTE: The Personal Statement and Academic Plan should be two separate paragraphs.**
2. The Committee reviews the appellant’s case and determines if the student will benefit from the approval of an appeal.

**Once documents are submitted, how long will it take to get a response?**

- When the documents are received, you will receive a confirmation email with further details and instructions about the next steps. It will take minimally one (1) week to complete the appeal process. After a week, you may contact the office at (718) 518-6554/6557 to check the status of your appeal.