

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.
 - 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.