

Academic Dismissal Appeal

Filing Deadline: Friday, June 12 • 4 p.m.

Last Name (print) _____ First Name (print) _____

Address (the outcome of your petition will be mailed to this address) _____

City, State, Zip Code _____

Academic Major _____ E-mail address _____

Telephone No. _____ Student ID No. or SSN _____

I request readmission for _____ term/year _____ full time status _____ part time status

The College must certify and document that approval of an *Academic Appeal* is in your best interest. Please **complete this form and submit any/all supporting documentation of your claims** to the Academic Standards Coordinator. It is important to use correct spelling, punctuation, and grammar in writing your appeal. You may attach a separate letter answering the below questions if you desire.

What extenuating circumstance(s) contributed to your current academic status? _____

What changes have you made or will you make to successfully complete the requirements in your degree program?

Acknowledgement of Condition: I realize that if my *Petition for an Academic Appeal* is approved, I must meet the Academic Standards and/or Academic Regulations at the end of my first semester return to FLCC, and I will be required to comply with any enrollment conditions set by the Committee on Academic Standing.

Student signature

Date (required)

Office Use Only

Granted

Denied

Academic Standards Coordinator/date

Conditions of Return (if applicable):

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On the reverse side is the petition to request an *Academic Dismissal Appeal* regarding your academic dismissal status. Please note:

1. To be considered for an *Academic Dismissal Appeal*, please submit a completed and signed petition and documentation supporting your extenuating circumstance(s).
2. After completing the petition, return it and all documentation to the Academic Standards Coordinator.
3. Petitions are reviewed and acted upon by the Committee on Academic Standing which will meet _____ and you will be notified in writing regarding the outcome of your *Academic Dismissal Appeal* as soon as is reasonably possible thereafter (usually 5-7 College business days after meeting.)
4. **Please do not contact our office** as decisions will not be delivered via telephone.
5. Detailed regulations pertaining to the Standards of Progress (Academic Dismissal) are found in the College Catalog and online at <http://www.flcc.edu/academics/academicstandards.cfm>.
6. For frequently asked questions about academic dismissal, please visit <http://www.flcc.edu/offices/studentervices/faq.cfm>

If you have questions regarding the petition, please call 585/394-3500, ext. 7211.

Incomplete petitions will not be reviewed.

Please use correct spelling, punctuation, and grammar in writing your appeal.

Please be sure to include any/all documentation to support your statements.

Please submit completed petition and supporting documentation to:
Finger Lakes Community College
Academic Standards Coordinator
3325 Marvin Sands Drive
Canandaigua, NY 14424-8395