

## CPS Academic Standing Committee Appeal Form

<http://catalog.northeastern.edu/professional-studies/academic-policies-procedures/student-appeals/>

Email Form to: [CPS-ASC@northeastern.edu](mailto:CPS-ASC@northeastern.edu)

(Do **not** handwrite disputes. If you cannot use the fillable form, copy/type relevant material into new document)

Student Name:

Name on CPS-NEU Student Record:

NEU Email:

Preferred Personal Email:

Date of Submission:

Program Name (e.g. MS, BA, Doctorate of [Program]):

Advisor or Office of Academic Advising Contact Name:

Grounds for Appeal (choose from options below):

Date of Dismissal and/or Dates for Any Prior Appeal:

### Grounds for Appeal (Select One)

- 1) *Override of Dismissal*. Submit if you have recently been dismissed from the college due to lack of satisfactory progress and/or GPA below your program's minimum. Dismissal Appeals must include a copy of your NEU transcripts, an appeal narrative (see page 2), and an academic plan made with an Academic Advisor. While extenuating circumstances will be considered, the ASC may not evaluate medical claims, and this should not be the focus of your statement.
- 2) *Reinstatement*. Submit if you have been dismissed for at least one term *and* have taken substantive steps to ensure your success upon re-entry. Reinstatement appeals must include a copy of your NEU transcript, any other relevant transcripts, an appeal narrative (see page 2), and an academic plan made with an Academic Advisor.
- 3) *Grade Appeal*. Submit only if you have submitted a dispute that did not receive a response within 30 days of submission, or if you have new evidence not reasonably available at the time of your initial dispute.
- 4) *Other*. Contact your program's Advisor or the Office of Academic Advising regarding incompletes more than a year old, re-entry into a retired program, extensions for program completion, and other issues.

### ASC Appeal Guide and Timeline

To ensure timely, fair, and accurate review of disputes please be sure you have carefully reviewed and adhered to both pages of the CPS ASC Appeal Form, the CPS catalogue, and this note.

- The general deadline for appeals is the 15<sup>th</sup> of each month by noon (EST). Please discuss timeline for re-entry with your Advisor; in some cases, re-entry may not be feasible the month following your appeal.
- Students are responsible for reviewing all course, program, college, and university policies.
- The ASC is not qualified to evaluate medical conditions and makes decisions on an academic basis.
- Students are strongly encouraged to reach out to their Advisor and/or the Office of Academic Advising.
- For re-entry after dismissal, statements must include an academic plan reviewed by a CPS Advisor.
- Students are responsible for supporting and demonstrating all assertions with relevant evidence.
- This form may not be used for any disputes or assertions of harassment or discrimination: contact your advisor to discuss next steps for these types of issues.

## **ASC Appeal Agreement**

By continuing with this appeal, I attest and confirm that I have reviewed the expectations of this form and presented the articles of dispute accurately and honestly to the best of my ability in accordance with all relevant policies. I understand that missing steps, documentation, evidence, or misrepresentation of any communications may result in delay or rejection of my appeal.

## **ASC Appeal Narrative**

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In a cohesive, proofread statement of 500 words or fewer describe the grounds for your appeal. For academic dismissal and reinstatement appeals, be sure to incorporate the following

- What factors contributed to your academic performance?
- What proactive steps did you take while on academic warning or probation?
- Discuss the academic plan formulated with your Advisor demonstrating how you will get into good standing within one term, including courses to take or retake, grades needed, resources you will utilize, and/or additional actions you will take to ensure your success.
- For reinstatement, be sure to include any steps you have taken while dismissed, particularly if recommended by any CPS staff or committee, to demonstrate you can be successful at the same level as the program you wish to re-enter, and/or to improve skill deficiencies.