

**CPS Academic Standing Committee Appeal Form**

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

Email Form to: CPS-ASC@northeastern.edu

(Do **not** handwrite disputes. You may need to copy/type relevant material into a new text file)

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*. Select if it has been less than one term since you have 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 (see page 3). 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 individualized success plan co-created with an Academic and Career Advisor (see page 3).
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 incompletesmore 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 15th 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 must reach out to their Advisor and/or the Office of Academic Advising.
* Dismissal Appeals and Reinstatement applications must include an ASC Appeal Narrative and ASC-ISP.
* 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.

Northeastern University

College of Professional Studies

*Academic Standing Committee Individualized Success Plan (ASC-ISP)*

The Academic Standing Committee Individualized Success Plan (ASC-ISP) is required for all dismissal appeals and reinstatement applications to demonstrate how you will achieve good standing if granted a one term override. Please complete the form in consultation with your Academic and Career Advisor.

**Name: Current GPA:**

**Current CPS Program: Program Change (if applicable):**

**Prospective Term of Re-Entry:**

**Credits/Terms to Regain Good Standing:**

By submitting the ASC-ISP you agree the following statement is accurate: *I have met or connected with my Academic and Career Advisor to discuss my current dismissal appeal or reinstatement application and worked together to co-create this individualized success plan.*

1) Calculate the number of credits and grades you must earn in order to re-establish good standing by the end of a one term override, or note why you will need additional time. If you will retake any classes, please note your original grade(s) in the class, number of times you’ve attempted the class, and the minimum grade you must earn.

2) List 3 specific action steps you plan to take to achieve your academic improvement goals (e.g. weekly check-ins with Advisor, reduced professional hours, supplemental study with Coursera, etc). You should provide more detail regarding your action steps in your Appeal Narrative.

1.

2.

3.

3) Please note what specific resources (e.g. tutoring services, research librarians, advising, mentorship, etc) will be helpful to you. You should provide more detail regarding the specific resources you will use in your Appeal Narrative.