NASSAU COMMUNITY COLLEGE

Guidelines for the Academic Dismissal Appeal Application

The application you are about to fill out will be read by a faculty committee that will vote on your reinstatement. While it is impossible to give firm rules governing appeals, the following will give you some idea how the committee will evaluate your application.

1. The committee can only consider information in the application.

2. The longer you have been away from Nassau Community College, the more likely it is that you will be reinstated.

3. If you can show academic success in your last semester at Nassau Community College or at another school since your dismissal, you are more likely to be reinstated.

4. The more specific you are in explaining the reasons for your academic failure and the changes you have made to ensure future success, the more likely it is that you will be reinstated.

5. The more documentation you attach, the more likely it is that you will be reinstated. Examples of documentation are death certificates, letters from physicians or therapists, letters of recommendation from counselors, educators or employers and transcripts.

6. If you have not been away from Nassau Community College for at least one full academic semester, the committee will only consider your appeal if you attach a separate statement explaining why you did not correct the problem that led to your dismissal during the two or three semesters preceding it. It is recommended, but not required, that your statement be signed by an Educational Counselor, indicating that you have discussed your situation with him or her. It may not be possible to schedule a last-minute appointment with an Educational Counselor.

If you have any additional questions regarding this application, contact an Educational Counselor in Nassau Hall, Room 19, (516) 572-7141.

Completed Academic Dismissal Appeal Applications may be returned in person to:

Office of the Dean of Students, College Center Building - Room 312, 516-572-7376
Monday – Friday: 9:00 AM - 4:30 PM. (Office is closed on Fridays during summer months)

Or by mail to:

Office of the Dean of Students, CCB Room 312
Nassau Community College
1 Education Drive
Garden City, NY 11530-6793

DEADLINE: July 23, 2013 by 3:00 PM. No exceptions will be made to this deadline.
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NASSAU COMMUNITY COLLEGE
ONE EDUCATION DRIVE
GARDEN CITY, NY 11530-6793

ACADEMIC DISMISSAL APPEAL APPLICATION

Date: __________________________

Student ID #: __________________________________

Social Security Number: ____________________________

Name: __________________________________________

Address: _______________________________________

City: ___________________________  State: ___________    Zip: ______________

Telephone Number: _____________________________

Last Semester enrolled at Nassau Community College: ___________________

Are you registered for Summer School?       Yes / No

Answer all of the following questions. Be as specific as possible. Attach documentation.

It is strongly recommended that you type your answers on separate sheets of paper and
attach them to this application.

1. What specific problems made it impossible for you to succeed academically at Nassau
Community College in the two or three semesters before your dismissal?

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______________________________________________________________________________

2. Have you received career, educational or personal counseling? If so, how has it prepared you
to succeed at Nassau Community College if you are reinstated? If you attach a letter of
recommendation from the counselor, you are more likely to be reinstated.

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______________________________________________________________________________

(PLEASE COMPLETE BOTH PAGES OF APPLICATION.)
3. If you are reinstated, what specific changes will you make in your behavior to ensure your success in the future?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. If you are reinstated and begin to have academic difficulty, what steps will you take?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. What did you do while you were away from Nassau Community College? (Examples might be a job, courses at other schools, etc.). If you attach a letter of recommendation from your employer or a transcript from the educational institution, you are more likely to be reinstated.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

6. Have you ever been convicted of a felony? _____Yes _____N

7. If you have not been away from Nassau Community College for at least one full academic semester, the committee will only consider your appeal if you attach a separate statement explaining why you did not correct the problem that led to your dismissal during the two or three semesters preceding it. It is recommended, but not required, that your statement be signed by an Educational Counselor, indicating that you have discussed your situation with him or her. It may not be possible to schedule a last-minute appointment with an Educational Counselor.

PLEASE DO NOT WRITE BELOW THIS LINE

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Decision____________________________________________ Date_____________________
Recommendations_______________________________________________________________
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