

Academic Appeal of Disqualification

Undergraduate students who were academically disqualified following the Spring 2018 semester may file an appeal asking to extend their time on academic probation for an additional semester. The appeal must be received by 5:00 PM on Friday, June 22, 2018. In reviewing appeals, the Academic Appeals Committee will consider the following questions:

- Did the student make academic progress while on academic probation?
- Did the student provide documentation of extenuating circumstances that led to academic disqualification?
- Did the student make tangible changes that led to academic success?
- Did the student participate in the Strategies for Academic Success Probation Intervention Program or meet with an academic advisor to discuss academic probation?

To submit an appeal, complete the attached Academic Appeal of Disqualification form. The form and any supporting documentation must be submitted by 5:00PM on Friday, June 22, 2018 in one of the following ways:

- In-person to the University Center for Undergraduate Advising (Horn Center, 103) during business hours (Monday - Friday, 8:30AM - 11:30AM & 1:00PM - 5:00PM; Friday, 8:30AM - 11:30AM & 1:00PM - 4:00PM)
- Emailed to the Office of Undergraduate Studies. The Academic Appeal of Disqualification form and any supporting documentation must be scanned and attached to the email.

Send to: undergrad@csulb.edu

Subject line: *Academic Appeal of Disqualification – Name – ID #*

NOTE: Incomplete appeals will not be reviewed. It is unlikely your appeal will be approved if your Spring 2018 Term GPA was less than 2.0.

Academic Appeal of Disqualification

Name: _____ Student ID #: _____

Major: _____

Phone: _____

Email: _____

Directions:

Complete and submit this form and any supporting documentation by 5:00PM on Friday, June 22, 2018. Your academic appeal of disqualification is subject to approval by the Academic Appeals Committee. You will receive email notification detailing the committee's decision.

Your Appeal Must Include:

- A copy of your unofficial transcript.

- A typed response to each of the questions below:
 1. What extenuating or catastrophic circumstances led to your academic difficulties? Explain your situation and, if possible, provide documentation. Address Spring 2018, as well as every term in which you earned a term GPA less than 2.0. Poor time management and work responsibilities are not considered extenuating or catastrophic.
 2. What steps have you taken to address the above stated circumstances which will support you in achieving academic success?
 3. Did you earn a grade of "C" or better in all classes taken while you were on academic probation? It is unlikely your appeal will be approved if your Spring 2018 term GPA was less than 2.0.
 4. What class(es) did you take during Spring 2018? Explain whether you took the class to fulfill a major, general education, or other requirement.
 5. How many hours a week will you devote to work and extra-curricular activities in the upcoming semester?

- Optional:* You may include letters of recommendation that will support your appeal.

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List the courses you plan to take during the next two semesters if your Academic Appeal of Disqualification is approved.

Semester: Fall 2018

Semester: Spring 2019

Course/Title	Units	GE, Major, or Other

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I have read and understand CSULB’s Academic Probation and Disqualification Policy. MyCSULB contains my current email address, and phone number.

Student Signature: _____ **Date:** _____

UNIVERSITY CENTER FOR UNDERGRADUATE ADVISING USE ONLY

Received by: _____ Date: _____ Entered in system by: _____ Date Entered: _____

Strategies for Academic Success Probation Intervention workshop attendance record: Attended Did not attend

DISQUALIFICATION APPEAL COMMITTEE USE ONLY

Committee Action: Granted Deny Pending

Committee Recommendations:
