

PROCEDURE FOR UNDERGRADUATE READMISSION APPEAL

Undergraduate students who are dismissed from the College of Staten Island for failure to meet the academic standards may appeal for readmission after a separation from the College of at least one fall or spring semester. During this time it is highly recommended that dismissed students seek to improve their academic performance by attendance at another college, e.g. Kingsborough Community College New Start Program, or participation in a training program or other course of study.

If you wish to apply for readmission, please carefully read and follow the instructions outlined below. All completed paperwork must be handed to a staff member in the Center for Advising and Academic Success (CAAS, Building 1A-101) for submission to the Committee on Course and Standing. Appeal applicants should give themselves several weeks to prepare the appeal so that they will have adequate time to identify and collect all required paperwork. We urge you to avoid a last minute effort and to submit your appeal well in advance of the announced deadlines.

Students will receive written notification of the committee's decision by mail approximately two weeks after the meeting date. Students are also encouraged to check their CUNYfirst account for an update on their status.

How to Prepare an Appeal for Readmission:

1. Compose a clear, detailed and carefully organized **Letter of Appeal**, 1-1 ½ pages in length, to the Committee on Course and Standing. Attend to the letter with the same seriousness as you would a class assignment. Clearly explain why you were dismissed, and why you feel you should be allowed to return to CSI. Outline any factor(s) that negatively impacted your academic performance and led to your dismissal. The letter must be typed, signed, dated.
2. Explain in detail:
 - Extenuating or extraordinary emotional, financial, legal or medical issues, e.g. *relationship difficulties, divorce, illness, loss of loved one, financial or other hardships*. Be specific about the event or concern; *who... what...when ...where ... why...how?* Reasons such as absence from classes, unaware of procedure to drop a class, or didn't like the professor are not considered extraordinary.
 - How you addressed your issues and how they will not interfere with future college work, e.g. *I have fully recovered from my illness, an unemployed family member is now working again, I have arranged child-care for my child.*
 - What you have done since your dismissal, e.g. *attended another college, completed training, volunteer work, pursued a career or employment.*

3. Provide **Supporting Documentation** to verify problems you had and how they were resolved, e.g. *medical records, letter from your therapist, death certificate, divorce papers, training certificates, employer's letter, salary / unemployment records, foreclosure documents*. Letters of support from an employer, teacher, clergy or other objective person are acceptable, but may not substitute for official documentation.
4. Present a realistic plan to show how you will overcome academic difficulties of the past and work towards graduation, if you are readmitted, e.g. *will repeat failed coursework, appeal WU/FIN grades, utilize campus resources such as counseling, tutoring and other support services, attend on a fulltime or /part-time basis, change my major, will work less hours*.
5. Appeals should be arranged in the following sequence:
 1. Checklist for Readmission and/or Grade Appeal
 2. Course and Standing Petition
 3. Letter of Appeal
 4. Signed Instructor's Grade Change Release Form(s), if applicable
 5. Supporting Documentation

Please note: Incomplete appeals will not be accepted.