



# Academic Dismissal Appeal Form

**Students:** Complete Sections **A, B & F**, attach supporting documents, complete and **SIGN** Section **G**, and submit form to the academic office.

## SECTION A

DSI STUDENT NUMBER (P Number Optional)	STUDENT NAME (Please Print Last Name, First)	DATE SUBMITTED
PROGRAM OF STUDY	DESIRED SEMESTER OF ATTENDANCE	LAST DATE OF ATTENDANCE (if relevant)

## SECTION B

### Identification of Mitigating Circumstances: (Check all that apply)

<input type="checkbox"/> Personal Illness or Accident	<input type="checkbox"/> Military Duty
<input type="checkbox"/> Illness or Accident of immediate family or family member	<input type="checkbox"/> Loss of Housing of immediate family or family member
<input type="checkbox"/> Loss of Employment of self, immediate family or family member	<input type="checkbox"/> Birth of immediate family or family member
<input type="checkbox"/> Required out-of-town travel or overtime work	<input type="checkbox"/> Death of immediate family or family member
<input type="checkbox"/> Required to relocate	<input type="checkbox"/> Marriage or Divorce of self, immediate family or family member
<input type="checkbox"/> Incarceration	<input type="checkbox"/> Loss of childcare of immediate family or family member
<input type="checkbox"/> Other, as explained in Section F	

**NOTE:** Supporting documentation (e.g., letters from employers, doctor's notes or certification, receipts, court summons, military orders, etc.) must be attached to the appeal form to substantiate that one of the above mitigating circumstances led to your dismissal.

## SECTION C

### Reason for Dismissal: (Check all that apply) (See attached policy for exact statement of conditions)

- While on Probation/Reinstatement, did not meet minimum GPA requirements: TGPA/CGPA (undergraduate) must be at least 2.00; TGPA/CGPA (graduate) must be at least 2.50 after 2<sup>nd</sup> semester and at least 3.00 after 3<sup>rd</sup> semester or beyond.
- While on Probation/Reinstatement, withdrew from all courses during the semester.       Attempted the same skills course twice and did not pass it.
- While on Probation/Reinstatement, attempted a skills course and did not pass it.       Did not meet rate of progress or maximum coursework standards.
- While on 2<sup>nd</sup> / Final Probation, did not meet required conditions.       Dismissed for any reason and wish to transfer to another program

## SECTION D

### Dean's Decision and Comments:

- For Approved Appeal, must meet all conditions stated in Requirements While on Academic Reinstatement policy (attached). Conditions have been discussed with the student.
- For Denied Appeal, must earn a C (undergraduate) / B (graduate) or better in each of \_\_\_\_\_ courses (to be approved in advance by the Dean) at another DeVry-recognized college/graduate school before returning. Documentation must be presented with a new appeal form in order to return.

State Rationale for Approving/Denying Appeal; Document Changes Made to the Student's Academic Plan or any other Comments/Requirements:

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**Approved**       **Denied**

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Dean's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature (if student is present)

\_\_\_\_\_

Date

## SECTION E: Use if the Dean's decision is appealed or the Dean of Academic Affairs' decision is required.

**Dean of Academic Affairs' Comments:** \_\_\_\_\_

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**Approved**       **Denied**

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Dean of Academic Affairs' Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature (if student is present)

\_\_\_\_\_

Date

