



Academic Disqualification Appeal Form

Name: _____ Student ID#: _____

E-mail: _____ Phone #: _____ Date: _____

Mailing Address: _____

In order to appeal your academic disqualification status, you must have all of the following documents turned in to the Center for Advising, Career and Student Success by the appeal due date which will be listed on the CSUMB website.

- Academic Disqualification Appeal form
- Self-Assessment Form
- Formal Appeal letter
- Updated Education Plan from Major Advisor
- Letter of Support
- Supporting Documents (if applicable)

Appeal Documents

Self-assessment form: To help the committee understand some of your academic and personal challenges, take time to reflect on the factors that have negatively impacted your academic achievement.

Formal appeal letter: Your appeal letter should be clear, concise and reflective. Describe the factors and challenges that led to your academic disqualification. Describe steps taken to resolve your challenges. You must also explain your academic and personal goals for success and how they will get you back in good academic standing if reinstated. Your letter should be no more than 2 pages typed, double-spaced, with size 12 font.

Updated education plan: Set up a meeting with your major advisor to update your education plan **AFTER** spring grades are posted. Education plans should be signed and dated by your major advisor in order for it to be valid. If you have difficulty reaching your major advisor, please contact the Center for Advising, Career and Student Success **no later than 3 weeks before the appeal packet is due.**

Letter of support: You must provide a letter of support from your major advisor, instructor or CSUMB staff member who can attest to your ability to academically succeed at CSUMB.

Supporting documents: If applicable, please provide the committee with verification of illness or other circumstances that may have contributed to your academic difficulty.

Things to consider before appealing:

The committee will want to see evidence that you can improve your academic standing. Some questions you should reflect on before you appeal include:

1. Do you have the resources and support, both on and off campus, to help you get back on track?
2. If you have employment or other outside obligations, are you able to balance all of your responsibilities?
3. If you have any Incomplete (I) grades, do you have a plan to get that resolved in the next semester?

How can I turn in my appeal packet?

You can turn in your appeals packet in 2 ways:

1. E-mail: you can upload all documents to academic_advisor@csumb.edu
2. Hand-delivered to the Center for Advising, Career and Student Success office located on the 3rd floor of the library, suite 3180

When will I hear back from the committee on their decision?

You will hear back from the committee no later than the first week of August whether or not your appeal was approved or denied. Students will be notified by CSUMB e-mail.

What happens if I am reinstated?

If you are reinstated, you will be placed on academic probation and will have a student success contract for one semester to improve your academic standing. You will need to get back into good standing, pass all classes, and complete the Center for Student Success' Back on Track process. Failure to meet the terms and conditions of the contract will lead to immediate disqualification at the end of fall semester with no appeal process.

What happens if my appeal is denied?

After sitting out for one year, you will have to reapply to CSUMB and meet the admissions criteria outlined on the CSUMB admissions website for formally disqualified students. More information can be found here: csumb.edu/admissions/returning-student.

Self-Assessment Form

Please take a moment to mark all factors that have impacted your academic achievement within the last academic school year. This form is required as part of your academic disqualification appeal process.

PERSONAL FACTORS

- Too many commitments
- Depression / Anxiety
- Substance abuse
- Housing Issues
- Change in relationship with someone important
- Health Problems
- Working too many hours
- Didn't ask for help
- Family issues / or expectations
- Other _____

ACADEMIC FACTORS

- Deficient writing skills
- Deficient math skills
- Low reading comprehension
- Overwhelmed by academic expectations
- Test anxiety
- Inadequate preparation for a course
- Course load too heavy
- Lack of interest in coursework
- Need tutoring
- Other _____

INSTITUTIONAL FACTORS

- Unaware of support services
- Feeling isolated / not identifying with campus
- Campus values differ from my own
- Lack of social involvement
- Overly involved with campus activities
- Other _____

STUDY HABITS

- Unable to focus on studying
- Unprepared for classes
- Inadequate note taking skills
- Unsure how to study
- Material quickly forgotten
- Too little time to prepare for tests
- Uncertain about what to study
- Procrastination / Poor time management
- Lack of organization
- Other _____

I _____ have read and reviewed the guidelines for appealing my disqualification. I must turn in all required documents for appeal to be reviewed. I understand that appealing my disqualification does not guarantee reinstatement. I also understand that the decision of the academic appeals committee is final.

Signature: _____ Date: _____