Students who are dismissed from FIU have **10 business days** after receipt of the dismissal notice to appeal the decision.

**Directions:**

1. Log into my.fiu.edu
2. Click on the “Dismissal Appeal” link, located on students “To Do List”
3. A new page will load and display the required documents. Click on the link for the “**Academic Plan** and **Academic Agreement**.”
4. You must complete both forms with your academic advisor and department Dean or designee.

**Students with Financial aid:** Students who wish to appeal their financial aid must also submit supporting documentation. If no supporting documentation is submitted, financial aid will **not** be reviewed (students will be responsible for out of pocket payment. If financial aid is later approved, students will receive a refund if eligible).

Supporting documentation must show extenuating circumstances such as death in the family, medical emergencies, or any other extenuating circumstance that was out of the students control.

**Submission of documents:**
A completed academic dismissal must be submitted on students “To Do List” no later than the designated 10 business days. Please do not email the dismissal appeal.

A completed dismissal packet consists of:

1. Academic Plan
2. Academic Agreement
3. Personal Letter
4. Supporting Documentation (If appealing financial aid)

**Trouble submitting documents:** To view the form, the java plug-in must be installed on your computer. Click [here](#) to download the plug-in.

**Timeline:**
Once you have submitted the approved dismissal on your my.fiu.edu, please allow 3-5 business days for processing. You will receive an email once your documents are received. A second email will be sent to you when you have access to enroll in classes.
About this Checklist

An undergraduate student on academic probation whose cumulative and semester GPAs fail below a 2.0 will automatically be dismissed from their program and the University. The student has ten business days after receipt of the dismissal notice to appeal the decision. Please note that if you were enrolled in the upcoming semester, your classes have been dropped.

In order for a student's appeal for Academic Reinstatement to be reviewed, the following documentation must be submitted to Enrollment Services in its entirety.

1. **Academic Plan**
   The academic plan is an advising form that must be completed by an academic advisor. The student will be responsible for fulfilling the plan accordingly. The plan details the academic steps suggested by the advisor and aims at academic success. A student is responsible for understanding and abiding by the academic plan.

2. **Academic Agreement**
   An academic agreement needs to be signed by the Dean of the department or designee and may include comments from the department. The Dean or designee approve or deny the academic reinstatement in this section.

3. **Personal Statement**
   A personal statement written by the student needs to be submitted explaining the circumstances that prevented the student, a academic progress and led to the academic dismissal. The student also needs to explain how their situation has changed.

4. **Supporting Documents for Financial Aid Recipients**
   In addition to the above-stated requirements, Financial Aid recipients are required to submit supporting documentation. Documents should corroborate the circumstances explained in the personal statement. Appeals without supporting documents will be denied for financial aid purposes.

This is an E-form process. Please print the academic plan and the academic agreement and submit these documents through the Do List after being advised by an academic advisor and having the form signed by the department dean or designee.

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**Reinstatement Agreement**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>[Insert Student ID]</td>
</tr>
<tr>
<td>Name</td>
<td>[Insert Name]</td>
</tr>
</tbody>
</table>

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**INSTRUCTIONS:** Please initial by each item to confirm that you have read the policy.

- [ ] I understand that submission of this appeal does not guarantee reinstatement to the University or reinstatement of my Financial Aid.
- [ ] I understand that I must submit this form along with all required documentation within ten business days of dismissal. Failure to do so may result in my request being denied.
- [ ] I have spoken to an academic advisor and have developed a plan for academic progress. I understand that I am responsible for following the plan according. Failure to fulfill the academic plan may result in suspension of financial aid and possible dismissal from the institution.
- [ ] I have petitioned to the Dean of my college for support to be reinstated to the University and will have signed my Academic Agreement.
- [ ] I am providing a written letter explaining the unforeseen circumstances which caused me to fail academic progress. In this statement, I am explaining how my circumstances have changed and how I will improve on my academic progress.

Are you a Financial Aid recipient?  [ ] Yes  [ ] No

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Florida International University

Enrollment Services

Reinstatement Appeal

[Contact Information]

[Signature]

File: [File Name]

[Form Date]