

Dismissal Appeal Guide

An undergraduate student on academic probation who's cumulative and semester GPAs fall below a 2.0 will automatically be dismissed from his/her program and the University. The student has **10 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.

The dismissal appeal form will ONLY be available electronically via your my.fiu.edu portal under the "To Do List" section.

To complete the form, follow the directions in the tutorial below.

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

*****Follow the instructions below to complete the Dismissal Appeal *****

1. Login to my.fiu.edu
2. Click on the link in the “To Do List” titled "Dismissal Appeal Spring."

Student Center

3. A new page will load and display the required documents. Click on the link for the “academic plan and academic agreement”.

About this Checklist

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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's academic progress and led to the academic dismissal. The student also needs to explain how his/ her 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 form available in your my.fiu.edu under your To Do List after being advised by an academic advisor and having the form signed by the department dean or designee.

OK... Cancel

4. Print and complete these forms. **The academic plan MUST be completed by an academic advisor, department Dean or designee.** Once BOTH forms have been completed, return to your my.fiu.edu portal and click OK to complete the reinstatement agreement form.

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OK...

Cancel

5. Complete the reinstatement agreement. To submit online, continue to step 6. To print and fax in, skip to step 11.

NOTE: To expedite the processing of your form, it is recommended that you submit the academic plan and academic agreement along with all supporting documentation online.

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RDA

Enrollment Services **Dismissal Appeal**

Reinstatement Agreement

Panther ID: Name:

An undergraduate student on academic probation whose cumulative and semester GPAs fall below a 2.0 will automatically be dismissed from his/her program and the University. The student has ten business days to appeal the dismissal decision.

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 abide by said deadline 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 accordingly. 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 he/she has 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

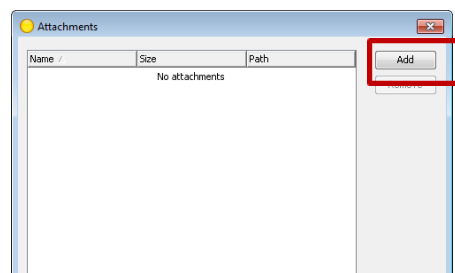
Revised: 4/2/13

6. To add an attachment, click on the **attachments** button located at the bottom of the form.

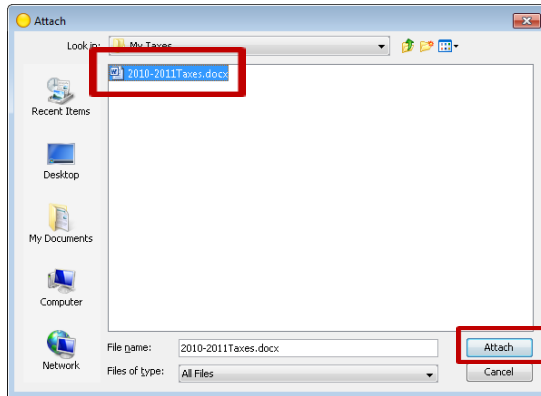


7. A new dialog box will pop up. Click on the **Add** button, to add an attachment.

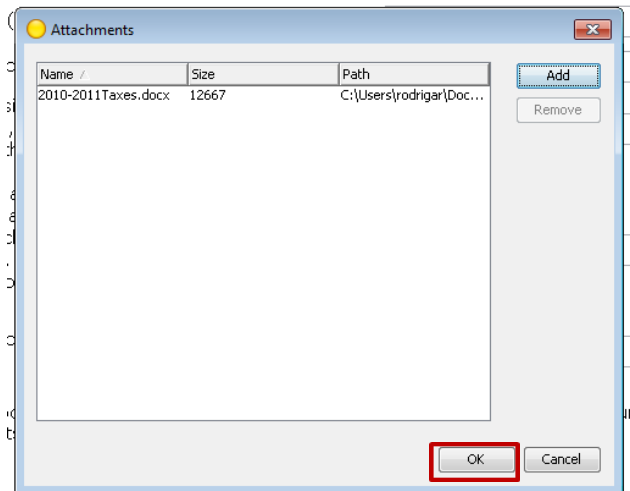
Note: Attach a copy of your documents in **PDF format**.



8. Select the file to attach and Click on the attach button.



9. The box will update and display the document you have attached. If you have more than one document to attach, repeat Step 6 to add another attachment. When you are done attaching all documents, click on the **OK** button.



The quantity of documents you have attached will be displayed at the bottom of the form (as shown below).



10. Click on the "**Submit Form**" button to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received. If you are required to submit additional documentation, you will be notified via email.

11. Once all required fields have been completed, click the **Print** button located at the bottom of the form.



12. Submit the **Reinstatement Agreement, Academic Agreement and ALL supporting documentation** via fax to **305-348-1186**. **Do not create your own coversheet. The barcode information on the form will be used to identify students.**

If you are required to submit additional documentation, you will be notified via your FIU email and your my.fiu.edu "To Do List".