

**ACADEMIC ADVISING CENTER: Academic Dismissal Appeal Process Form
FOR UNDECIDED – ANY COLLEGE STUDENTS ONLY**

If you have a declared major with any other College & you send your appeal to the AAC:
[YOUR appeal may not be processed! Verify your current College Affiliation in MyNIU](#)

NAME:	_____	DATE:	_____
ADDRESS:	_____	DISMISSED TERM/YEAR:	_____
CITY, STATE:	_____	ZIP CODE	_____
CELL PHONE:	_____	ZID:	_____

In instances where there are **extenuating circumstances**, students dismissed from the University **by the Academic Advising Center** may appeal their dismissal with our office. However, these appeals should be initiated with an awareness that a review has already occurred and that the record did not appear to warrant retention. Students who choose to appeal must do so in writing by printing out this form, completing the above information, and attaching a clear and concise letter for consideration. In the written appeal, the student **must** address **ALL** of the following:

1. The student's explanation of what led to the unsatisfactory performance including the extenuating circumstances which the student believes warrant consideration;
2. Steps (i.e., an academic plan) the student would take to address the factors outlined above;
3. A specific schedule which the student has planned for next semester, if the appeal is successful.

Undecided - Any College students who are appealing their dismissal, should return this form with your attached letter to:

**MICHELLE PICKETT, DIRECTOR
ACADEMIC ADVISING CENTER
NORTHERN ILLINOIS UNIVERSITY
DEKALB, ILLINOIS 60115**

Forms and letters may be faxed to 815-753-2902. All final appeal decisions will be responded to in writing.

If the appeal is granted, the student will be required to set up an advising appointment to plan a semester schedule. Please note that an appeal is not a guarantee of reinstatement or availability of classes if the reinstatement is granted. Students may meet with the Director of the Academic Advising Center to discuss their appeal **after** this form and their attached letter have been received. If the appeal is denied, steps will be provided to the student to improve the possibility of reinstatement in the future.

Please sign that you have read and understood the above. Your signature indicates that the information contained in your appeal letter is complete, accurate, and truthful. Academic dismissal appeals will only be considered **within the deadline period immediately following the dismissal term.** Please refer to our webpage for specific deadline dates.

STUDENT SIGNATURE: _____