



Academic Dismissal Appeal Form

Students who have been academically dismissed from Quinsigamond Community College for the first time and wish to have their case reviewed and considered for reinstatement should **complete this form and schedule an appointment to meet with an Advisor. If no action is taken, and the form is not received, any registration for future regular terms will be automatically cancelled 10 business days after dismissal notifications are sent.** If the appeal is approved, schedules may be adjusted as part of the ACADEMIC PLAN to reflect both a credit-restriction and to accommodate courses that need to be repeated to help reach GOOD ACADEMIC STANDING once again.

Name: _____ **QCC ID Number:** _____
Program: _____ **Email:** _____ **@student.qcc.edu** **Phone:** _____

Outline courses that you will plan to take next semester below. Students who are reinstated are limited to 2 courses. If you are not yet registered and you have back-up options, please note those as well in case your first choice fills up. You may want to consider repeating courses where you did not do well previously (F grades, or low grades). Low and failed courses negatively impact GPA. Having a low GPA and being on Academic Probation for 2 successive semesters leads to Academic Dismissal. Having a strong plan in place and repeating and successfully passing failed courses is the best approach to raising the GPA quickly and returning to GOOD ACADEMIC STANDING.

TERM	COURSE #	COURSE NAME	CREDITS	Is this course a repeat?	Back-up option (if not already registered)
Advisor Use ONLY – COMMENTS:					
CREDIT RESTRICTION:			<i>*MUST complete all courses with a grade of C or higher to continue next semester.</i>		

PROVIDE TYPED RESPONSES BELOW TO THE FOLLOWING QUESTIONS:

What circumstances have contributed to your academic situation? What challenges have you faced that have caused your GPA to fall below 2.0?

What will be different next semester that will allow you to raise your GPA and get back on track? What strategies, [college resources and services](#) or [community resources](#) do you plan to use that will help you to be academically successful?

ACKNOWLEDGEMENT – Please check the applicable item to confirm that you understand the policy associated with your decision.

- Appeal:** I have reviewed my options with an Advisor and acknowledge that if my Academic Dismissal Appeal is approved, I will be required to comply with any conditions outlined as part of my ACADEMIC PLAN to help me get back in GOOD ACADEMIC STANDING. I acknowledge that only ONE appeal may be filed/considered for a DISMISSAL and that the decision of the Committee is final. I understand that submission of this appeal does not guarantee reinstatement to the College or reinstatement of my Financial Aid.
- Stop Out:** I have reviewed my options with an Advisor and **I have decided to Stop Out for one full calendar year.** I understand that I must stop out for one full calendar year from the date of my dismissal at which time I can return and resume taking courses.
- Undeclared:** I have reviewed my options with an Advisor and **I have decided to switch to Undeclared.** I understand that by switching to Undeclared, I am not eligible to apply for Financial Aid.

STUDENT SIGNATURE		
	DATE	
ADVISOR SIGNATURE		
	DATE	

RETURN YOUR COMPLETED FORM AND MEET WITH AN ADVISOR NO LATER THAN January 17th 2024 if you're seeking reinstatement for the SPRING Semester, or no later than July 1st 2024 if you're seeking reinstatement for the FALL Semester.

Academic Advising – 2nd floor, Harrington Learning Center
Main Campus – 670 West Boylston Street in Worcester
Questions? Contact us at 508-854-4308 or advising@qcc.mass.edu

FOR COMMITTEE USE ONLY

READMIT on CONTINUED ON PROBATION subject to the recommendations outlined by Advisor on this form and as part of their ACADEMIC PLAN.

DENY APPEAL

Other action/recommendation:

DIRECTOR/DEAN OF ADVISING SIGNATURE: _____ DATE: _____

VICE PRESIDENT FOR ACADEMIC AFFAIRS: _____ DATE: _____