





# Northeastern University

## College of Professional Studies

- Reentry into Retired Program
  - o Name of retired program: [ ]
  - o Last term of enrollment: [ ]
- Academic Dismissal\*
- Reinstatement after Academic Dismissal\*\* (must have been away from CPS 1+ year ago)
- Other: please specify: [ ]

Please attach a written statement as a MS Word document or PDF to provide information for each item you selected above. Academic Dismissal\* and Reinstatement after Academic Dismissal\*\* appeals have specific requirements. Please see below for details.

*An appeal submission without a statement with the requested information will not be reviewed.*

The statement must address the following for each item of appeal:

- On what grounds are you appealing the academic program’s decision to deny your request? (You must provide evidence of your request to the academic program.)
- What is your desired outcome?
- For what reasons should your petition be approved by the Committee? (Supply documentation to support your reasons.)

\* For **Academic Dismissal Appeals**, please provide the following in a written statement, attached as a MS Word document or PDF.

- What factors contributed to your poor academic performance?
- What proactive steps did you take during the terms that you were on academic probation for the first and second time to improve your academic standing?
- If approved for an extension to continue your studies, what is your detailed plan to improve your academic performance? Please provide evidence including verification that you have consulted with the appropriate individuals or used the appropriate resources.
- What additional information do you want to share with the Committee that would support your appeal?

\*\*For **Reinstatement After Academic Dismissal** appeals, please attach

- a) your initial reinstatement after dismissal application to the program;
- b) the denial notification; and
- c) a written statement as a MS Word document or PDF addressing the following questions.
  - On what grounds are you appealing the academic program’s decision to deny your reinstatement application?
  - What additional information do you want to share with the Committee that would support your appeal? (Supply documentation to support your reasons.)

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[ ]
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*Student signature* *Date*  
 (in lieu of her/his signature, student may email the completed form via  
 her/his Husky email account to [cps-asc@neu.edu](mailto:cps-asc@neu.edu))

**Please email this completed form, MS Word document (or PDF) of your written statement, and supporting documentation to [cps-asc@neu.edu](mailto:cps-asc@neu.edu). Incomplete appeals will not be reviewed.**