SAMPLE SPRING DISMISSAL LETTER

Action of Committee on Student Scholastic Standing - DISMISSAL

In accordance with the academic regulations of Rutgers University and the School of Engineering, students who earn at least one of the following qualify for dismissal:

- Semester GPA less than 1.400
- Major GPA less than 2.0
- Probation for any two prior semesters
- 2 or more semesters of non-engineering coursework

Students may view their grades at any time using the same log-in credentials to access RU email: https://sis.rutgers.edu/tags/. After a careful review of your entire academic record, you have been DISMISSED from Rutgers University, effective in early June.

What does this mean? Early in June, your fall courses will be dropped. Housing and Financial Aid may also be cancelled.

What are my options? You have 3 options to earn a degree: 1. apply for readmission, 2. appeal the dismissal based on extenuating circumstances, or 3. finish your education at another school. Each option is explained below.

1. Readmission: There are two ways to earn readmission*, community college or RU summer session. For complete details, see http://soe.rutgers.edu/oas/readmission. Application due by May 27, 2016 for fall (January 6, 2017 for spring) via email (advising@soe.rutgers.edu), or in person (Engineering Building Rm B100).
   - Readmission via Community College (fall/spring):
     - 1 or 2 semesters (fall/spring), completing 12-24cr in total.
     - Earn a 3.0+ (no D’s or F’s).
     - Include an unofficial transcript with your application for evaluation, followed by an official transcript for credit transfer.
   - Readmission via RU Summer Session:
     - Complete 2 courses (6cr) at RU in the summer with a 3.0 (no D, F).
     - The review takes place at the end of the summer when grades are available.

   Coursework:
   - For an engineering major: courses must be required engineering, math, or science (excluding economics and other non-technical subjects).
   - For a non-engineering major (transferring out of SOE): courses can be from any subjects.

* Important Note: If you have previously been dismissed and readmitted in the past, you are no longer eligible for readmission a second time to Rutgers University. Your option at this point would be to apply to another school to complete your education (option 3).
2. **Appeal - Based on Extenuating Circumstances:** Students with legitimate extenuating circumstances can submit a *written appeal* (typed), including supporting *documentation* and a realistic *plan for success*. Documentation can include things like doctors’ notes, obituaries, etc. In the absence of documentation, supporting letters from parents, clergy, or others are sometimes helpful. Please note that an appeal is separate and different than applying for readmission.

- Commonly accepted appeals may include:
  - documented physical or mental illness
  - documented illness/death in family
  - grade changes

- Commonly denied appeals may include:
  - a promise to do better
  - lack of priorities
  - over socializing
  - pledged a fraternity/sorority
  - overwhelmed with classes

Typed appeal letters, including supporting documentation, must be submitted to the Office of Academic Services no later than **May 27, 2016** via email (advising@soe.rutgers.edu), or delivered in person (Engineering Building Rm B100).

3. **Apply to another school:** If you are not eligible for readmission, or if you choose not to return to RU, you can apply to another institution to finish your degree, where you will start with a fresh GPA.

**Questions:** For questions that are not addressed in this letter, you can make an individual appointment May 23-25, 2016. Appeals will not be reviewed during this meeting. If any party accompanies the student, the student must complete a notarized Release Form first (due to Federal Privacy laws - FERPA). Without a FERPA Release form, any other parties will not be permitted in the room. Plan enough time for your visit.

Appointment and Release form information can be found at soe.rutgers.edu/oas/advising.

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*Committee on Student Scholastic Standing*

*School of Engineering*

*Rutgers the State University of New Jersey*