

NEW YORK CITY COLLEGE OF TECHNOLOGY

COUNSELING SERVICES CENTER



A Guide for Dealing with Dismissal from City Tech



WHAT WILL YOU LEARN HERE?

- Reasons for dismissal
- The dismissal appeal process
- Alternatives for continuing your education



NOTIFICATION OF DISMISSAL

- Dismissed students are notified of their status through their CUNY First account. Students must be aware of the academic policies in the college catalog that will determine their dismissal.
- The college catalog can be found online at <http://www.citytech.cuny.edu/catalog/docs/catalog.pdf>
- It is every student's responsibility to check their grades and grade point average (GPA) after each semester and be familiar with the college's policy to determine one's academic status.



REASONS FOR DISMISSAL

1. Failure to attain the required minimum cumulative grade point average

Attempted Credits	Cumulative GPA must be greater than
1 – 12	1.50
12.5 – 24	1.75
over 24.5	2.0

2. Failure to advance from any developmental (remedial or ESOL) class after two attempts.

Students earning their first 18 college credits are eligible for Academic Alert Status prior to advancing to a more severe academic probation status.



APPEALING YOUR DISMISSAL

- Explain your circumstances in your statement and submit supporting documents (if available) to Committee on Course and Standards.
- Committee on Course and Standards Appeal form is available at:

<http://www.citytech.cuny.edu/registrar/docs/forms/appeal.pdf>



IMPORTANT: APPEAL DEADLINES PLEASE NOTE:

- Students can submit the appeal to the Committee on Course and Standards on or before the deadline (Currently Enrolled vs Non-Enrolled). Please refer to the college academic calendar for appeal submission dates.
- College Calendar <http://www.citytech.cuny.edu/registrar/academic-calendar.aspx>



IMPORTANT POINTS FOR WRITING A GOOD DISMISSAL APPEAL

State specific reason for dismissal:

- **Overall GPA is too low.**
- **Repeated failure for a Remedial or ESOL class**
- **Outline your plan to succeed at City Tech :**
- **Identify the classes you must repeat and the grades you must earn to meet the college standard.**
- **Tip:** a grade of C or higher in a repeated class will replace a D, F or WU in the GPA calculation (for up to 16 credits).

Explain and document any unusual circumstances that interfered with your progress , e.g. illness (it is recommended that documentation be supplied in English).



MORE IMPORTANT POINTS

- Document any academic work you have completed at another institution (i.e. transcript from another college).
- Explain what you'd do differently if accepted back to City Tech (study habits, utilizing resources).
- If possible, include a letter of support from a faculty member who knows your academic work.
- Expect to hear back from the committee just before classes start but be aware that many course sections might be closed.
- Expect that if an appeal is granted, you may be required to take only 6-7 credits that semester. Your dismissal status may effect the amount financial aid you receive.

WU APPEALS

- A grade of WU (unofficial withdrawal) has the same weight as an “F” grade on your GPA.
- To appeal grade change of WU to "W" (official withdrawal), check off this option on your appeal form. Submit documents to support.



OPTIONS AFTER DISMISSAL!

- Brooklyn Educational Opportunity Center for remedial classes only.
 - Students can't be accepted at BEOC if they have more than 30 credits.
 - Applicants must meet income requirements.
- College Language Immersion Program for ESL classes only.
- New Start Program- Kingsborough Community College
- Other CUNY Community College (eligible one full semester after dismissal)
- Apply for Non Degree Enrollment
 - Students will not be eligible for financial aid and/or school loans and may not declare a major as a non degree student.



ADDITIONAL OPTIONS AFTER DISMISSAL

- Math Start –CityTech

<https://www.citytech.cuny.edu/mathstart/>

- College Prep Program - CUNY SLU

<https://slu.cuny.edu/worker-education/collegeprep/>

- Second Chance Program - BMCC

<https://www.bmcc.cuny.edu/admissions/second-chance-program-2/>

Second Chance does not accept students with remedial needs.



Brooklyn Educational Opportunity Center (BEOC)

Administered by New York City College of Technology CUNY

Low cost program for students dismissed only due to failing a remedial class.

8 & 16 week courses are offered in preparation for CUNY ACT tests in math, reading and writing. Daytime and evening schedules available.

At the completion of this program students who retake the CUNY ACT and pass are readmitted to City Tech if seats are available in their designated major.

No appeal is required once the ACT test is passed, if GPA is above 2.0.

This program is not offered in the summer!

BEOC – WHO IS ELIGIBLE TO ATTEND?

111 LIVINGSTON STREET (ENTER AT BOERUM PLACE)

US Citizen or Permanent Resident

Be at least 18 years of age or older

Reside in NY State for at least 1 year

High School or GED Diploma required

Financial need.

To enroll you must reserve an orientation seat. <https://www.sunybeoc.org/>

**Individuals in good standing at a college or university and four year college graduates are not eligible to attend the BEOC.*



CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

25 CHAPEL STREET, ROOM H-125 BROOKLYN NY

[HTTPS://WWW.CUNY.EDU/ACADEMICS/ACADEMIC-PROGRAMS/MODEL-PROGRAMS/CUNY-COLLEGE-TRANSITION-PROGRAMS/CUNY-LANGUAGE-IMMERSION-PROGRAM-CLIP/](https://www.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/cuny-language-immersion-program-clip/)

CLIP is available for students who are dismissed from college for failing ESL courses.

Reading and Writing are offered in daytime and evening classes. This program prepares students for the CUNY ACT.

Please email (clip@citytech.cuny.edu) or by calling the office at (718)-552-1114 (voicemail) or (862) 414-9642 (Google Voice).

KINGSBOROUGH COMMUNITY COLLEGE NEW START PROGRAM

This program accepts students who have been dismissed by other CUNY colleges. Please follow the attached link to their web site

<https://www.kbcc.cuny.edu/career/newstart/index.html>



Other Community Colleges?

You may apply to any CUNY community college after one semester (post-dismissal) has elapsed. Each college will evaluate the merits of your application based on their criteria. Most courses that you have passed may transfer within CUNY.

- ❑ Borough of Manhattan CC: 199 Chambers St. NY
(212) 220-1265
- ❑ Bronx Community College: West 181st St. & University Ave., Bronx
(718) 289-5888
- ❑ Hostos Community College: 120 East 149th St. & Walton Ave., Bronx
(877) 2 HOSTOS
- ❑ LaGuardia Community College: 31-10 Thomson Ave. Long Island City
(718) 482-7206
- ❑ Queensborough Community College: Springfield Blvd & 56th Ave., Bayside
(718) 281-5000
- ❑ Guttman Community College 50 W 40th St, New York, NY 10018
(646) 313-8000



NON DEGREE ENROLLMENT

- Students who have been dismissed and do not require remedial coursework may be eligible to attend City Tech as a NON Degree Student. This means you can take the courses required by your Academic Major but not be enrolled in that major. This status is also known as non matriculated. Once your GPA is acceptable, you could request readmission into your major.
- Non Degree students are not eligible for Federal or State financial aid.
- Email ESAR@citytech.cuny.edu and include the reason for applying, any unusual circumstances , all contact information and supporting documentation. Make sure all financial holds on your account have been cleared before requesting non degree status.



THE COUNSELING SERVICES CENTER ROOM
NAMM 108
718-260-5030

Counselors are available to discuss a student's educational goals as well as answer questions regarding the dismissal and appeal process. To arrange for an appointment, email counseling@citytech.cuny.edu.

