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 catalogue 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 grade point average (GPA) after each semester and be familiar with college policy to determine one’s academic status.

- As a courtesy, the Counseling Services Center sends notices offering help to students who are on academic probation and are at risk for dismissal. However it is a students grades that ultimately determine one’s status.
REASONS FOR DISMISSAL

1. Failure to attain the required cumulative grade point average

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>GPA must be greater than</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 12</td>
<td>1.50</td>
</tr>
<tr>
<td>12.5 – 24</td>
<td>1.75</td>
</tr>
<tr>
<td>over 24</td>
<td>2.0</td>
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2. Failure to advance from any developmental (remedial or ESL) class after two attempts

Students earning their first 18 college credits are eligible for Academic Alert prior to advancing to a more severe academic probation status.
You have not been dismissed from City Tech if you’ve

- passed each developmental course (remedial or ESL) by the second attempt. (summer excluded)

- achieved the required minimum Grade Point Average (GPA) based on the number of credits attempted.
APPEALING YOUR DISMISSAL

- If you can document unusual circumstances that caused you to fail to meet the college standards you may appeal to the Committee on Course and Standards for reinstatement.

- Appeal forms are available on-line at:
  
  http://www.citytech.cuny.edu/registrar/docs/appeal.pdf
IMPORTANT: APPEAL DEADLINES PLEASE NOTE:

- To determine when the deadline is to appeal to the Committee on Course and Standards, refer to the deadline listed each semester by the Committee on Course and Standards in the College Calendar [http://www.citytech.cuny.edu/registrar/academic-calendar.aspx](http://www.citytech.cuny.edu/registrar/academic-calendar.aspx)
IMPORTANT POINTS FOR WRITING A GOOD DISMISSAL APPEAL

State specific reason for dismissal:
- Overall GPA and/or repeated failure in remedial course

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**

- If you were dismissed prior to this semester, 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 recommendation from a faculty member who knows your work, or your department chairperson.

- Expect to hear back from the committee a few days before classes start. This means that many classes may be filled.

- Expect that if an appeal is granted, you may be required to take fewer courses that semester. This may reduce 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.

- If you believe you should be given a “W” (official withdrawal) be sure to check this option on the top section of your appeal form, give cause, and provide supporting evidence.
WHAT CAN YOU DO IF YOUR APPEAL IS REJECTED?

Attend any of these programs depending on your needs.

- Brooklyn Educational Opportunity Center
- College Language Immersion Program
- New Start Program - Kingsborough Community College
- Other CUNY Community College (eligible one full semester after dismissal)
- Apply for Non Degree Enrollment
You may be eligible for a free summer remedial course if your G.P.A. (Grade Point Average) meets the college standard (2.0), you are being dismissed only for failure to meet the remediation requirement and you did not receive a WU Grade in the course you are repeating.

Students must be recommended for the course only by their remedial class instructor in the Spring semester, just prior to the Summer FYSP course.

Registration for this program is limited and occurs the day classes end. Go to Room N506 or call 718-260-5967 for more information.
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. See a counselor in Namm 108 for the next BEOC Orientation date or go to College Prep Program online at; https://sites.google.com/site/beocadmissions11201/home

*Individuals in good standing at a college or university and four year college graduates are not eligible.
CUNY Language Immersion Program (CLIP)
English for Speakers of Other Languages (ESOL)

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.

25 Chapel Street, Room H-125 (718) 552-1114
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

http://www.kbcc.cuny.edu/career/Pages/newstart.aspx
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. For more information on course transfer see CUNY TIPPS at http://tipps.cuny.edu/

- 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 are CUNY ACT Certified (no need for 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.

- See the Admission Office Room NG17 (718-260-5500) for more information
Counselors are available to meet individually with students to review their educational goals as well as answer questions regarding the dismissal and appeal process.