



## *Final Institutional Appeal*

This form is to be fully and professionally completed by the student seeking a review for a final institutional appeal after all previous appeals have been exhausted by complying with the Grievance Procedures specified in the College Catalog. This form is to be used for all Appeals other than for Academic Drops. Students may be asked to appear before the committee to clarify any questions they may have.

The findings of the Final Institutional Appeal Committee are final and no further appeals will be granted. Students may expect a final decision within **14 days of the date of their appeal**.

Submit the appeal to [finalappeal@nyack.edu](mailto:finalappeal@nyack.edu) within 14 days of the final decision of your Dean.

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Date:	Semester:
Student Name:	Student I.D
Student Email Address:	
School/Program Enrolled:	
Adviser:	Major:
Departmental Chairperson:	
Dean:	

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In a separate document, type responses to the following prompts or questions.

**Purpose:** What is the specific decision you are appealing and what is/are the reason(s) for your appeal?

**Description:** Provide a historical description of actions that have led up to this appeal. What are the issues that led to the dismissal that have and have not been resolved?

**Action Plan:** Clearly delineate what changes you will make to promote success if your appeal is granted by outlining realistic and concrete actions that you will take to meet the reinstatement conditions.

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**Student Signature:**

**Date:**

By signing, the student commits to the action plan delineated by the Committee. In addition, the student acknowledges that the failure to follow the action plan will result in administrative withdrawal, assuming full financial and academic responsibility. The catalog states that "no refund is given for courses dropped after the add/drop period."