

**ADVICE FOR STUDENTS DISMISSED  
FROM THE  
COLLEGE OF ENGINEERING AND APPLIED SCIENCES  
SPRING 2009**

If you have been academically dismissed at the end of any given semester, it means that you are not allowed to return to Stony Brook unless you are granted special permission to return.

Students are academically dismissed when they fail to achieve at least a 2.0 cumulative G.P.A. following a two semester of reinstatement from a previous suspension.

**PETITIONING FOR ACADEMIC REINSTATEMENT FOLLOWING DISMISSAL**

The following are some considerations/suggestions to think about when petitioning for academic reinstatement following dismissal.

**Who Should Consider Petitioning?**

If you took a full-time course load and achieved a 2.5 or higher term G.P.A. in the semester immediately prior to dismissal you may be eligible to petition for academic reinstatement. If your G.P.A. in the semester immediately prior to dismissal is below a 2.5, you will not likely be reinstated.

Petitioning for academic reinstatement following dismissal has no guarantee of approval; *very few petitions from dismissed students are approved for reinstatement*. Students who petition must show that they have made serious progress from the time of their original suspension and/or dismissal and have a clear academic plan that will allow them to successfully complete a degree.

You are requesting an exception to the academic policy of the University, so you must make sure that you provide a good reason(s) to make such a request. Before you decide to petition, spend some time reflecting on your academic path and progress. Ask yourself the following questions:

1. Am I in the right major? Do I like the courses I'm taking or am I just getting by? Do I even have a major yet?
2. Are my current academic goals realistic? Do you enjoy the classes you are taking for your major or are you struggling with your mathematics and science core?
3. Am I making school my top priority or am I letting my job or social schedule take the lead? If I have to work, would I do better if I only worked part-time or only attended school part-time?
4. Am I experiencing debilitating family or personal problems that have prevented me from doing my best academically? Is this the right time for me to be in school or do other issues in my life need my attention, at least for now?
5. Is Stony Brook the right place for me? For some students, Stony Brook is not the best possible fit. Consider your comfort level here before automatically deciding to try to return.

Asking yourself these types of reflective questions may help you to determine if an immediate petition for reinstatement is the best course of action for you. Some students decide that for them, taking classes at another school, working, or just taking time to reevaluate their academic plans and progress can prove very fruitful in the long run. It's important to petition when you are really ready to come back and prepared to make the kind of positive changes you will need to make to achieve academic success. Successful petitioning for reinstatement just for the sake of being reinstated, is likely to result in a repeat poor performance and put your academic future at the University in jeopardy.

For dismissed students, your petition must show that you've honestly assessed whether you can be successful at Stony Brook University and how you or your situation has changed since your earlier suspension.

### **How Does the Petitioning Process Work?**

To petition for academic reinstatement, you'll need to pick up a petition from the Office of Undergraduate Student Services in Room 127 of the Engineering Building.

You will need to complete a CEAS petition form giving convincing evidence that it is appropriate for you to continue your studies at Stony Brook and that you will be able to graduate in a reasonable period of time. Petitions for reinstatement must be submitted by the date stated in the letter of dismissal.

Your petition will be reviewed by the CEAS Committee on Academic Standing and Appeals and their decision communicated to you in person or in writing. If your petition is denied, you will have a limited amount of time to appeal and must present **new** information in your appeal.

If your petition is approved, you will pick up your petition form and bring it to the Registrar's Office for processing. Note that your dismissal and reinstatement are permanent remarks on your academic record.

Students who have been academically dismissed may also be conditionally reinstated, which requires you to sign a contract of terms that you must meet in your first semester back at the University. If these terms are not met, you will be permanently dismissed.

### **What Kind of Documentation Do You Need to Submit With Your Petition?**

Petitions for reinstatement require the petition form itself, a letter from you explaining why you believe you should be reinstated, and any other supporting documentation to help make your case. Petitions should be filled out neatly and completely. Letters accompanying petitions should be organized, succinct, and free of spelling, grammatical and typographical errors. Be sure to keep copies of all documents you submit for your own records.

Supporting documentation can include a number of different kinds of materials, depending on your circumstances. The following is a list of potential supporting documents:

- Academic documentation; i.e. copies of official transcripts or explanatory letters from academic departments or instructors
- Medical documentation; i.e. a doctor's note, hospital records, letter from a mental health counselor/therapist
- Legal documentation; i.e. accident report, legal summons, court documentation, obituary or death notice, police report
- Financial documentation; i.e. student loan or financial aid information, pay stubs, documentation of financial hardship
- Letters of support; i.e. from employers or instructors

Another piece of information that can be useful when submitting a petition for reinstatement is an academic plan. An academic plan may clarify a potential major or change of major, outline a specific course load for a given semester(s) or project a graduation date. Submitting an academic plan can help the CEAS to understand that you are serious about completing your degree and that you have put a reasonable amount of thought into how you're planning to do so.

### **What Should You Do If You Are Not Reinstated?**

Students who are not reinstated are encouraged to enroll in courses at another college. See the last two pages of this handout for a list of contact numbers for local schools that accept suspended and dismissed students.

### **What Should You Do If You Are Reinstated?**

Once you have been reinstated, it's extremely important to make an appointment to see an academic advisor. Depending on where you are with your degree progress, you may need to see a general academic advisor (about DECS, course registration, etc.) and/or a faculty advisor from your major department. Starting off your first semester of reinstatement with an appropriate schedule is the first step to achieving your goals and recovering from a poor academic performance.

Once you are academically reinstated, you are given two semesters in which to bring your cumulative G.P.A. up to a 2.0 or higher. You will be required to meet with an academic advisor at least once during each of your semesters of reinstatement. At the end of the second semester, if your cumulative G.P.A. is at 2.0 or higher, you will be considered in good academic standing; if not, you will be permanently dismissed from the University.

If you are conditionally reinstated, you must sign a contract of terms that you must meet in your first semester back at the University. If these terms are not met in the first semester, you will be permanently dismissed from the University.

**STONY BROOK UNIVERSITY**  
**COLLEGE OPTIONS FOR DISMISSED STUDENTS**

General information for students applying to colleges:

1. Contact the Admissions Office at the college of your choice to obtain the appropriate application.
2. In addition to the appropriate application and the application fee, be prepared to provide the college(s) with official college and high school transcripts in sealed envelopes, SAT scores, AP scores and immunization records. In some cases, students may be required to provide a detailed letter stating an explanation for the low G.P.A. that resulted in the academic suspension or dismissal. Some colleges may also require an interview and/or essay, while other schools require potential students take a semester off before being eligible to apply for admission. Be sure to make inquiries with each school regarding additional/special application requirements.
3. Apply as early as possible or by the deadline specified by your school(s) of choice. Although some colleges may accept applications up to the start of classes, you should apply early for the best selection of courses.
4. If you plan to take courses at another school that you want to count toward the Stony Brook D.E.C., please contact the Transfer Office, 134 Administration, (631) 632-7028, for approval of D.E.C. courses.
5. If you intend to take courses for your major at another school, you must check with your major department at Stony Brook to determine if the course(s) you plan to take will count toward your major should you later return to Stony Brook.

## LOCAL COLLEGES

The list below is provided for your convenience and is not necessarily an exhaustive one. Students may inquire with other schools of interest on a case by case basis. None of the colleges listed is obligated to accept suspended or dismissed students from Stony Brook. For detailed admissions information, contact the school(s) of your choice.

### Community Colleges

Borough of Manhattan CC Admissions  
Room S300  
199 Chambers Street  
New York, NY 10007  
212-220-1265  
[www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

Queensborough Community College  
222-05 56th Avenue  
Bayside, NY 11364  
718-631-6236  
[www.qcc.cuny.edu](http://www.qcc.cuny.edu)

Bronx Community College Admissions  
Loew Hall Room 224  
West 181st Street & University Avenue  
Bronx, NY 10453  
718-289-5888  
[www.bcc.cuny.edu](http://www.bcc.cuny.edu)

Suffolk Community College  
Central Admissions 533 College Road Selden, NY  
11784-2899  
[www.sunysuffolk.edu](http://www.sunysuffolk.edu)  
631-451-4222  
Ammerman Campus (Selden)  
631-451-4222  
Western Campus (Brentwood)  
631-851-6520  
Eastern Campus (Riverhead)  
631-548-2500

Kingsborough Community College  
2001 Oriental Boulevard  
Brooklyn, NY 11235  
718-368-5115  
[www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)  
Dr. Elizabeth Basile is the Director of the New Start Program.

Westchester Community College  
75 Grasslands Road  
Valhalla, NY 10595-1693  
914-785-6735  
[www.sunywcc.edu](http://www.sunywcc.edu)

Nassau Community College  
One Education Drive  
Garden City, NY 11530  
516-572-8127  
[www.sunynassau.edu](http://www.sunynassau.edu)

### Four-Year Colleges

Adelphi University  
1 South Street  
Garden City, NY 11530  
516-877-3000  
[www.adelphi.edu](http://www.adelphi.edu)

St. Joseph's College  
Patchogue Campus  
155 West Roe Boulevard  
Patchogue, NY 11772  
631-447-3219  
[www.sjc.ny.edu](http://www.sjc.ny.edu)

College of Staten Island  
2800 Victory Boulevard  
Staten Island, NY 10314  
718-982-2012  
[www.csi.cuny.edu](http://www.csi.cuny.edu)

York College  
94-20 Guy Brewer Boulevard  
Jamaica, NY 11451  
718-262-2000  
[www.york.cuny.edu](http://www.york.cuny.edu)