



## Academic Suspension Appeal Procedures Information

Students may appeal their academic suspension status when they have **documented** extenuating circumstances such as personal injury or illness, death in the immediate family, or undue hardship.

Extenuating circumstances **do not** include the following:

- Inability to attend class or submit assignments due to personal obligations such as work or social functions.
- Did not like the instructor; had conflicts with the instructor; did not like the course.
- Death of anyone other than immediate family.
- Illness of anyone other than you or your immediate family.

### WHAT MUST BE SUBMITTED?

The following procedures must be followed for an appeal to be considered. Incomplete appeal packets will be returned without review by the committee or may be denied.

#### 1. LETTER OF EXPLANATION

Submit a detailed letter explaining the extenuating circumstances for **the semester** in which the standards of academic progress policy were not met. The letter must include an explanation that describes the actions you have taken or will take to prevent future recurrence of the lack of academic progress.

#### 2. DOCUMENTATION

Documentation must be provided to substantiate each semester in which the standards of satisfactory academic progress were not met.

**Note:** When evaluating circumstances for appeal, the committee will carefully review the documentation provided by the student to determine relevancy to the appeal. Submit documentation that directly relates to your unsuccessfully completing the semester in question.

The committee will also consider whether the extenuating circumstances continue to pose a problem to the student in completing their studies. You must explain how you have overcome past hardships that prevented you from being successful in your academic career.

#### NOTIFICATION TO STUDENT:

A notice to the student's primary email account will be sent once the Committee makes a decision. The committee's decision is FINAL and cannot be appealed.

# ACADEMIC SUSPENSION APPEAL REQUEST

\*\*\*Semester Appealing For: \_\_\_\_\_

\*\*\* Appeals will automatically be considered for the current semester in which student is appealing, unless otherwise stated and approved by appeals committee. \*\*\*

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_  
Last Name First Name

Please check the reason for appeal and explain circumstances for not meeting good academic standing requirements. Documentation **MUST** be provided. **Incomplete appeal requests will be returned without review by the committee.**

\_\_\_\_\_ **Personal Illness, Injury or accident**  
Requires a doctor's written statement, hospital records, accident/police reports

\_\_\_\_\_ **Serious Illness or death within Immediate family**  
(Grandparents, Parents, Spouses, Siblings, Children)  
Requires a death certificate/obituary notice or written statement from a doctor

\_\_\_\_\_ **Undue hardship**  
Undue hardship means losing a job, home destroyed, financial hardship due to divorce or any other documented circumstance which prevented you from successfully completing your coursework

\_\_\_\_\_ **Administrative Error**  
Requires a letter or verification from source of error



**In a separate, typed letter explain the circumstances and reasons that caused you not to meet academic progress policy requirements, and must include the actions you will take to prevent future recurrence of the lack of satisfactory academic progress.**

Certification:

As the student, I understand that submitting this appeal for reinstatement of course enrollment eligibility does not guarantee that reinstatement will be granted.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date