



Academic Suspension Appeal Form

Student ID: _____ Telephone: _____

Name: _____
(Last) (First) (Middle)

Please submit this signed appeal form along with your letter of appeal and supporting documentation to the Dean of the College Office, Room 206.

Review the other side for explanations regarding letter of appeal and supporting documentation.

Classification:

- Dual enrollment (high school)
- Associate's degree
- Nursing
- Bachelor's degree

By signing this form, I certify that all information and documentation is authentic, accurate and considered complete and will be reviewed as such. When requesting both an Academic and a Financial Aid Appeal, I understand that decisions for each appeal request are independently made by two separate review committees and that approval of an Academic Appeal does not guarantee approval of a Financial Aid Appeal. Additionally, I understand that each committee reserves the right to request additional documentation before rendering a final decision and that a Financial Aid Appeal will not be reviewed until an Academic Appeal is approved.

Student signature: _____ **Date:** _____

For office use only – Action of Academic Appeal Committee

Date: _____ Administrative signature: _____

- Petition approved as requested
- Petition approved with conditions
- Petition needs additional detail
- Petition denied

Notes: _____



Academic Appeal Form (continued)

In addition to the signed academic appeal form, students must submit the following information to the academic appeal committee for review:

1. **Letter of explanation:** Type a clear and concise letter describing the circumstances that were detrimental to your academic performance during the last term that you were enrolled. Explain how your academic performance was affected by the extenuating circumstances. Clarify in your appeal how these events/circumstances have now been resolved or are being managed. Some common circumstances include: medical condition, birth of your child, death of a family member, divorce/separation/adoption, military service, and personal difficulties.

2. **Official documentation:** Include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. For examples of suggested documentation please see your academic advisor.

The following are common reasons an academic appeal may be denied:

- Neglecting to formally withdraw from courses or abide by deadlines to withdraw.
- Non-academic activities which restricted your time for academic requirements.
- Illness or stress due to accidents, death, family crises prior to deadline to withdraw.
- Lack of documentation supporting your petition.

Tips for writing your academic appeal letter:

- Gather documentation to support your reasons for poor academic performance. Examples of supporting documentation include a letter from a healthcare provider, a funeral announcement, and/or a letter of support from a faculty member or staff member.
- Reference your Donnelly College academic record and additional transcripts if you have attended another college or university. Be reflective, detailed, descriptive, and specific.
- Be sure that your appeal letter adheres to standard written English language conventions and that it has been thoroughly proofread.
- Type your appeal so it is professional and organized.

Recommendations to consider for an academic appeal:

- This is the only contact a student has with the committee, so it is critical that this statement be well thought out and well written. Although a student may handwrite the statement, typewritten documents are easier for the committee members to read and review.
- The statement should include only relevant information regarding the circumstances of the suspension or dismissal.
- It is not enough for a student to say, "I know I can do better." If expected improved performance is part of a student's petition, provide a strong rationale for the probability of this improvement.
- Successful statements are typically one page in length but no more than two pages.



Action of Academic Appeal Committee

Committee Documentation

- No previous appeals
 - 1st Suspension
 - Extenuating Circumstances
 - Documentation of Support Services
- How many previous appeals _____
 How many times on probation _____
 How many times on suspension _____
 Other: _____

Academic Appeal Committee comments, conditions, and/or requests for additional information:

Student has satisfactorily included the following documents required for an Academic Appeal:

- Signed appeal form
- Letter of appeal
- Appropriate documentation

Members of the committee agree with the above recommendations. They will provide instructions to the registrar who will notify the student of the status of their appeal.

We, the members of the Academic Appeal Committee, agree with the above recommendations:

Name: _____ Dept.: _____ Initial: _____

Name: _____ Dept.: _____ Initial: _____

Name: _____ Dept.: _____ Initial: _____

Name: _____ Dept.: _____ Initial: _____

Name: _____ Dept.: _____ Initial: _____