

SUSPENSION APPEAL GUIDELINES
Academic Advising and Retention - Allie Young Hall 321

If you wish to appeal your suspension so that you can attend school during the spring 2019 semester, you must submit a TYPEWRITTEN **appeal form** and have a **completed Action Plan** on file (you were required to complete an Action Plan during the fall 2018 semester). This form should already be on file with our office if you submitted your Action Plan this past spring semester.

All suspension appeal materials must be received in the Office of Academic Advising and Retention by **NOON on January 3, 2019**

Suspension Appeal Submission Options:

- **Postal mail delivery** - must be postmarked in time to reach the office by the morning mail delivery on **January 3, 2019**.
- **In Person Delivery** - deliver completed documents to 321 Allie Young Hall. Hand delivered forms must be received by noon on **January 3, 2019**. *Documents left in the door or slipped under the door will **not** be accepted for appeal.*
- **Email delivery** – appeal form and any other supporting documents must be submitted to aare@moreheadstate.edu by noon on **January 3, 2019**. This is a secure email account.

The Academic Standards and Appeals Committee, chaired by Dr. Laurie Couch, will review your typewritten appeal and other supporting documents, including your Action Plan, additional documentation you provide, transcripts, etc. Results of the appeal will be available after 2:00pm on January 8, 2019.

Contact the Office of Academic Advising and Retention at **(606)783-2084** with any questions regarding the appeal form or the suspension appeal process.

Please answer the following questions (below). *You should attach additional pages if more space is needed to accurately explain your circumstances.* Responses to the questions must be **TYPEWRITTEN** either on this form or attach a separate form answering questions. **Hand-written appeals submissions will NOT be accepted. If separate form is used, include: Full Name, ID #/Case ID #, Cell Phone Number**

Please remember that the determination of the Academic Standards and Appeals Committee is final.

1. Explain the extraordinary circumstances that kept you from performing adequately in the past **TWO CONSECUTIVE SEMESTERS**. Include or attach documentation, as appropriate. (Example: Medical Records, Death Notices, etc.)

2. Explain how these circumstances have changed and will not continue to pose a barrier to your success should you be readmitted.

3. Explain in **detail** your plan of action for better performance **in the spring 2019 semester** should you be readmitted.

4. Other/additional information you would like to share with the committee that contributed to your status.

PRINT NAME

ID NUMBER

SIGNATURE

PHONE NUMBER