Case #

SUSPENSION APPEAL FORM

# Retention and Academic Advising - Allie Young Hall 321

**If you wish to appeal your suspension in attempt to be reinstated to take classes during the Fall 2024 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 spring 2024 semester). This form should already be on file with our office if you submitted your Action Plan.

# All suspension appeal materials must be received in the Office of Academic Advising and Retention by 4:30pm on June 11, 2024

## Suspension Appeal Submission Options:

* **Email delivery** – appeal form and any other supporting documents must be submitted to aare@moreheadstate.edu by 4:30pm on

**June 11, 2024.** This is a secure email account.

* **Postal mail delivery** - must be postmarked in time to reach the office by the morning mail delivery on **June 11, 2024**.
* **In Person Delivery** - deliver completed documents to 321 Allie Young Hall. Hand delivered forms must be received by 4:30pm on **June 11, 2024**. ***Documents left in the door or slipped under the door will not be accepted for appeal****.*

The Academic Appeals Committee, chaired by the Associate Provost, 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 10:00am on June 19, 2024.**

## Contact the Office of Academic Advising and Retention by phone at (606) 783-2084 or by email at aare@moreheadstate.edu 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 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.). Make sure to label your documentation/supporting documents with your case # and/or student identification number and name.
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 fall 2024 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**