



## REQUEST FOR APPEAL OF ACADEMIC DISMISSAL, SUSPENSION, OR FINANCIAL AID SUSPENSION

To: Academic Standards and Policies Committee

From: \_\_\_\_\_

Date: \_\_\_\_\_

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To make a formal appeal of an Academic Suspension, Dismissal or Financial Aid Suspension, you must do the following:

- (1) Complete this document and return it to the Records Office by the date indicated in the accompanying letter;
- (2) Submit a *formal letter of appeal*, presenting with as much detail as possible the reasons for your lack of academic success during the past semester, and your plan to improve your academic performance should your appeal be granted;
- (3) OPTIONAL – You will have the opportunity to present your appeal in person to the Academic Standards and Policies Committee. Should you choose to do so, please indicate this in the space on this form (see below). The Records Office will contact you to assign a meeting time with the committee. See the accompanying letter for the date of the appeals hearing.

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- I wish to present my appeal in person: \_\_\_\_ Yes \_\_\_\_ No

- I can be reached at the following:

\_\_\_\_\_ (home phone)

\_\_\_\_\_ (other phone)

\_\_\_\_\_ (cell phone)

\_\_\_\_\_ (email)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_