

**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 **SPRING 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 2023 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 January 3, 2024**

**Suspension Appeal Submission Options:**

- **Email delivery** – appeal form and any other supporting documents must be submitted to [aare@moreheadstate.edu](mailto:aare@moreheadstate.edu) by 4:30pm on **January 3, 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 **January 3, 2024**.
- **In Person Delivery** - deliver completed documents to 321 Allie Young Hall. Hand delivered forms must be received by 4:30pm on **January 3, 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 January 10, 2024.**

Contact the Office of Academic Advising and Retention by phone at **(606) 783-2084** or by email at [aare@moreheadstat.edu](mailto:aare@moreheadstat.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 spring 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