

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