

NEW PROCEDURES TO FOLLOW FOR STUDENTS IN SUSPENSION OR DISMISSAL



Before you appeal make sure that you have followed these guidelines:

1. Check your Degree Audit to verify your ****Standard of Academic Progress**** (only students on **Academic Suspension** or **Academic Dismissal** need to appeal)
2. **Answer all questions** found in the Academic Services Questionnaire
3. **Attach a personal statement** (an explanatory letter of the circumstances that placed you in this category)
4. **Attach supportive documentation** (ex. doctor's statement, employer's letter in official letterhead, court document, death certificate, police report, etc)
5. **Submit all documents** to the Advisement Front Desk before the deadline

After a decision is made, you will be notified of the outcome the following working day via phone call or mail. No individual appointments will be granted unless requested or authorized in writing by the committee