

	Suspension displayed on myGate:	Appeal form/documentation due:	Appeal Committee meets:	Results of decision released:
Academic Suspension	Morning term grades are available on Academics tab. (Email also sent to student's MSU email address along with letter sent to home mailing address in myGate)	See notifications and/or support site for due dates. In person delivery: Office of the Registrar, Sparks Hall Email: Msu.registration@murraystate.edu u Fax: 270.809.3777	Notification of date and time via your MSU email address.	If attend meeting: Immediately following meeting If not attend meeting: Within one business day

- The Academic Appeals Committee hears appeals from students who have been academically suspended but wish to return to MSU before the mandatory separation period is over. If you have extenuating circumstances that impacted your academic performance, you may appeal. The appeals hearing is kept confidential.
- Your appeal must be completed and received by the deadline specified. If you plagiarize your academic appeal, the appeal will be denied.
- Attendance at the hearing is not required but is recommended. If you choose not to attend, your appeal will be reviewed by the committee during the hearing and will make a decision based upon the appeal form and documentation submitted.
- The decision of the Academic Appeals Committee is FINAL and only valid for the term appealed. The committee's decision cannot be overturned. There is no higher appeal.
- You will receive notification of the committee decision. Academic standing registration restrictions for students who were reinstated will be removed at the time of the committee decision.
- If you are reinstated, the committee might impose conditions such as limiting your enrollment hours for the term and/or requiring you to see various campus services.
- If you are reinstated, Academic Suspension notations will not be removed from your academic record. All academic suspensions will count toward the number of suspensions used in the undergraduate probation and suspension policy. To view this policy, please see the Office of the Registrar website.
- Reinstatement by the Academic Appeals Committee does not imply reinstatement of financial aid and/or scholarships, if applicable. There is a separate appeal process and deadline for financial aid if you did not meet satisfactory academic progress. Check the Financial Aid website for more details.
- Appealing for reinstatement is NOT automatic and there is no guarantee your request will be approved.
- Please be aware that if the committee becomes aware of an incident of sexual harassment or sexual violence at MSU based on the contents of an appeal, they are responsible for reporting it to the appropriate authorities. Visit MSU's Title IX website for more information about Campus Sexual Violence Eliminate (SaVE) Act.

You must submit the following items as one packet:

- Completed **appeals form**.
- **Answers to the appeal questions** regarding your academic difficulties this past semester.
- Submit **additional documents**, if applicable, from medical doctors or others in support of your appeal.

Name: _____ M#: _____
 Mailing Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Email: _____@murraystate.edu
 Will you attend the hearing? YES NO Name of Academic Advisor: _____
 If not, reason: _____
 Last Term and Year in Attendance Term: _____ Year: _____
 Term and Year Seeking Reinstatement Term: _____ Year: _____

1. Please select any of the following you believe hindered your academic performance prior to your academic suspension.

Academically under-prepared	Alcohol	Documented learning disability
Changing majors	Drugs	Roommate problems
Family crisis	Failed to attend class	Victim of crime
Homesickness	Relationship problems	Over involvement in activities
Poor time management skills	Transfer student	Other _____
Took too many credit hours	Adult/Non-traditional student	

2. Did you meet with your academic advisor:
- | | | |
|--|-----|----|
| last semester? | YES | NO |
| for assistance in scheduling classes? | YES | NO |
| discuss your academic status and plans for the future? | YES | NO |
3. If an appeal is granted, which courses do you plan to take in the upcoming semester?
4. Are you willing to take a part-time load? YES NO
5. If an appeal is granted, do you plan to work while attending college? _____ If so, how many hours? _____
6. Did you work during last semester? _____ If so, how many hours? _____
7. What future goals do you have after completing your degree?

Please read the following statement and sign below:

I consider this form, and the attached documentation, as my formal appeal of Academic Suspension. I certify the documentation I have submitted in support of my formal appeal is original, true, and correct to the best of my knowledge. I give permission to the Academic Appeals Committee to contact my former faculty and other college personnel who have worked with me as well as anyone providing copies of paperwork/documentation for the appeal if necessary.

Signature of Student: _____ Date: _____

When answering these questions, you will need to provide detailed, specific, and often times, personal information regarding your circumstances surrounding your academic suspension from MSU. Below each question, you will find advice to assist you in answering the question. By responding to the following questions, you should be able to present a thorough appeal that provides background information needed by the committee. Please use a separate sheet if needed.

1. Describe the extenuating circumstances which have caused you to be in this academic situation.

Advice: Share your understanding of why you were academically suspended from MSU. If you made mistakes, please admit this and let the committee know you accept responsibility and consequences of those mistakes. Provide a well-organized explanation analyzing the reasons for your poor academic performance during your last term enrolled as well as previous terms in which your semester GPA was less than a 2.0.

2. Describe the steps you have taken to overcome previous challenges that hindered your academic success.

Advice: Share what you find challenging about college and how you plan to overcome these obstacles. Disclose what motivation you have in pursuing your college degree. Share how you will prevent yourself from being in the same situation in the future. Define who will be in your support network so you are able to succeed. Share what you have been doing while you have been away from MSU.

3. Describe your academic plan for future terms upon reinstatement in order to ensure your graduation.

Advice: Be very detailed in outlining your academic plan approved by your advisor, as this is your only opportunity to show the Committee that you are giving this appeal serious consideration. Identify courses you plan to repeat, as this is the quickest path to improving your GPA and getting your academic status back into Good Standing. Indicate the courses you anticipate enrolling in when you return from Academic Suspension. Share how you plan to improve your study habits and study environment, interact with your support network, and how you plan on using your college degree after graduation.

4. If there were extenuating circumstances that prevented you from achieving the necessary GPA for continued enrollment at MSU, you must include a copy of any documentation that attests to these events.

Extenuating circumstances are defined as: extended illness or injury to the student; death, injury or extended illness to an immediate family member that resulted in greater responsibility for the student; or other mitigating circumstances.

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Number of Suspensions: _____

Attended Hearing: Yes No

Terms Suspended: _____

DENIED REINSTATED

Terms Appealed: _____

Term: _____

Advisor/Major: _____

Stipulations: _____
