

Academic Suspension Appeal Form

Use this form if you are appealing a suspension immediately following the semester in which you were suspended.

Deadlines for suspension appeals are posted at <https://www.unco.edu/soar/academic-probation-suspension/academic-probation-suspension-resources-forms/> Late appeals will not be considered.

Name: _____

Bear Number: _____

Phone: _____

BearMail Address: _____

APPEAL PROCEDURES

You may immediately appeal your academic suspension if extenuating circumstances exist. These circumstances include factors beyond your control (e.g., family emergency, serious illness, death) and must be documented. Appeals arising from other circumstances will be reviewed on a case by case basis. All supporting documentation from third parties or other sources must be submitted by the deadline. Address the following three items and include any comments you believe are pertinent in the consideration of your appeal. A successful appeal will grant you one additional semester at UNC. Please provide the following in your written appeal.

1. A detailed account of the reasons you did not achieve your academic potential. Please enclose appropriate documentation if applicable.
2. A description of the circumstances that have changed to allow you to perform at a satisfactory academic level.
3. A specific plan of action that you will implement to attain academic success (2.00 cumulative GPA) if your appeal is approved.

By signing below, I have read and understood the *Students Guide to Suspension Appeals* found here:

<https://www.unco.edu/soar/academic-probation-suspension/academic-probation-suspension-resources-forms/>

By signing below, I also understand my rights as a student and the university's duty to report any information that may have been provided in my appeal. By signing below, I give the Academic Review Committee permission to review all of my educational records at UNC, including but not limited to my academic and conduct records.

Signature

Date

Your completed appeal should be emailed to probation@unco.edu by the appropriate appeal deadline. Deadlines are posted at <https://www.unco.edu/soar/academic-probation-suspension/academic-probation-suspension-resources-forms/>. Any additional documents that you are unable to send electronically may be faxed to 970-351-1052 or hand delivered to SOAR in Michener L-149. Call SOAR, 970-351-1391, with questions.

Please note that the Academic Suspension Policy is different from the Financial Aid Satisfactory Academic Progress Policy. Each office has a different appeals process. Contact the Office of Financial Aid at 970-351-2502 for information about the financial aid suspension process.

Tips on Writing your Suspension Appeal

Getting ready to write an appeal:

1. Gather documentation to support reasons for poor academic performance. (Physician's records, funeral announcement, police reports, accident reports, disability documents, proof of working with a campus office, letter of support from faculty or advisors are examples of acceptable documentation.)
2. Meet with a faculty advisor, SOAR advisor, and/or instructors to discuss academic performance and create your plan of action.
3. Research all resources you can utilize to return to good standing.
4. Reference your UNC academic record and/or additional transcripts when appropriate.
5. Type your entire appeal to make it look professional and organized.
6. Be detailed, descriptive, and specific.

Contents of an appeal packet:

First, include the Suspension Appeal Form as the top page of your appeal. Accurate bear number, phone number and BearMail address must be provided.

Second, address the areas of the appeal one by one:

1. Provide a detailed account of the reasons you believe that you did not achieve your academic potential. Reference each piece of documentation included with your appeal in your appeal letter.
2. Provide a description of the circumstances that have changed that will allow you to perform at a satisfactory level. Looking at each of the reasons you listed in section 1, address the changes that have been made by answering the following questions:
 - Has the issue been resolved?
 - If yes, how has the situation been resolved?
 - If not, how is the situation being managed?
3. Describe a specific plan of action you will follow to attain academic success in one additional semester. Using specific examples, address any of the following areas that are pertinent to your plan:
 - Number of credit hours and specific classes you plan to take if you are allowed to return.
 - Semester GPA needed to reach a cumulative 2.0 in one semester. If this GPA is higher than recent semester GPAs, address how you will attain the needed GPA.
 - Grades needed in each class to return to good standing. What changes might you need to make to attain those grades?
 - Goals for the semester in which you hope to be readmitted and how you will achieve them.
 - Short term and long-term academic goals.
 - GPA requirement for your major.
 - Are you working? If so, how do you plan to balance your job and school?
 - Campus resources you might utilize to assist in your success.
 - Detailed plan for meeting with your faculty/program advisor and/or instructors throughout the semester.
 - Use of UNC academic policies that could help to improve your GPA, such as Grade Replacement.

Third, attach supporting documentation and/or transcripts to the back of your appeal packet.

Proofread your appeal for correct spelling and use of grammar. Consider having someone proofread for errors, or work with an advisor in SOAR to review your appeal.