

## Guidelines for Writing your Academic Suspension Appeal

1. Include the Academic Suspension Appeal Form as the top page of your packet.
2. Type or word process your entire appeal to make it look professional and organized.
3. Proofread your appeal for correct spelling and correct use of grammar. Consider having someone else proofread as well, or work with an advisor in the Student Success Center to review your appeal.
4. Be detailed, descriptive, and specific.
5. Familiarize yourself with all available resources you can utilize to return to good standing.
6. Reference your Aims academic record as appropriate.
7. Attach any supporting documentation to your appeal packet.
8. Address the areas of the appeal one by one:

### Section #1

Explain any unusual or extenuating circumstances that prevented you from being successful. Enclose appropriate documentation (medical records, funeral announcement, etc.) if applicable.

### Section #2

Describe the circumstances that will change to allow you to perform at a satisfactory level. Include changes you have identified as beneficial in any of the following areas: Academics (campus resources, habits, study skills, faculty, staff, etc.), campus activities, family, social, work, etc.

### Section #3

Describe the specific plan of action that you will follow to attain academic success if your appeal is approved.

Include:

- Number of credit hours you will be taking in the next semester.
- What grades will you need in each class to return to good standing? How will you get those grades? What changes might you need to make to attain those grades?
- Goals for the semester and how you will achieve them.
- Short-term and long-term goals.