Academic Suspension Appeal Form

______ Spring Semester ________Summer Semester ______Fall Semester 20____

_____ (initials) I understand that this academic appeal is **not the same** as a Financial Aid Appeal. Financial Aid appeals must be submitted separately.

<table>
<thead>
<tr>
<th>Name</th>
<th>Aims ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Aims Email</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Home Tel #</td>
<td>Cell #</td>
</tr>
</tbody>
</table>

**Academic Advisor Procedures**

You may appeal your suspension when extenuating circumstances exist. Appeals **must** address each semester your GPA was below a 2.0. Your appeal **must** include documentation on official stationary from a third party that confirms the timeframe referenced in your appeal.

Provide the following with your appeal and initial below:

1. **Completed Academic Suspension Appeal Form.**
2. A legible typed and signed statement explaining the extenuating circumstances that prevented you from being successful for each semester that your GPA was below a 2.0. Examples include: Please check all that apply.
   - Hospitalization
   - Divorce/separation
   - Loss of employment
   - Death or serious illness of an immediate family member
   - Natural disaster such as flood or fire
   - Other verifiable circumstances causing hardship and significantly contributing to poor academic performance
3. Documentation for the extenuating circumstances. Acceptable documentation includes: Please check all that apply.
   - Physician or hospital documents
   - Court or legal documents
   - Court or legal documents
   - Unemployment verification or employer termination letter
   - Death certificate/funeral documentation
   - Insurance documents
   - Police report
4. Personal statement should include the following:
   a. Identify and describe the circumstances that will change allowing you to perform at a satisfactory level.
   b. Describe the specific plan of action you will follow to attain academic success if your appeal is approved.
5. Attach a copy of your work schedule if you are employed.

For more information refer to the Academic Standards Policy, the Guidelines on Writing your Suspension Appeal and the Academic Suspension Frequently Asked Questions available at [http://www.aims.edu/student/admissions/standards](http://www.aims.edu/student/admissions/standards/)

____________________________________________ _____________________
Student Signature                      Date

Completed appeals need to be submitted to Student Records. Please email your appeal to records@aims.edu. Any questions please call (970) 339-6404.

**To attend the Summer 2020 term, all materials must be received by 5:00 p.m. on Monday, May 18, 2020.**