



APPEAL OF SATISFACTORY ACADEMIC PROGRESS SUSPENSION

Last Name:

First Name:

Student Id#:

After completing this form, upload into LU Self-Service.

Students may appeal a suspension in writing using this form and answering the questions on this form.

There are two possible outcomes for an appeal of an academic suspension:

1. Uphold the suspension (deny the appeal)
2. Offer the student a *progress probation*

A complete appeal consists of written responses to prompted questions explaining the unforeseen circumstances which caused you to fail academic progress. You must state how the circumstances have changed and what steps will be taken to improve your academic progress. Supporting documentation must also be included that corroborates the circumstances explained in the appeal letter. Documentation must be specific to the terms in which you did not meet the SAP requirements. Incomplete appeals will be **rejected**. The appeal responses alone are NOT considered supporting documentation.

Examples of valid reasons for an appeal include: The death of an immediate relative, an injury or illness of the student, or other special circumstances that can be documented.

Examples of valid supporting documentation include: Statement from physician on letterhead with stamp, death certificate, police reports, signed witness statements or testimonials that speak to the extenuating circumstance

Examples of invalid reasons for an appeal include: Change of major, double major, taking courses for a minor, personal conflict not explained and documented, and/or the need for financial assistance.

1. What was/were the unforeseen circumstance(s) that lead you to fail academic progress?

2. If it was a resolvable circumstance, how did it get resolved?

3. What steps will be taken to improve your academic progress moving forward?

I hereby certify that all the information provided to the Committee is correct. I understand that failure to upload this form and my supporting documents into LU Self-Service will result in an invalid appeal and will not be reviewed by the Committee. I am aware that any incorrect or withheld information can result in the denial of my appeal and the full enforcement of the suspension.

Signature:

Date: