

## **West Texas A&M University Guidelines for an Academic Suspension Appeal**

To successfully appeal an academic suspension, you must convince the Academic Review Committee that returning to WTAMU before your suspension period is completed is the best strategy for you to be academically successful. The Committee will evaluate your answers to the questions on the appeal form, the documentation you provide, and your academic record to judge if there is a compelling reason you should be allowed to enroll in classes before your suspension period is complete. After the review of relevant information, the Committee will make a decision as to the appeal of suspension.

### **Reasons for Appealing an Academic Suspension**

Examples of extenuating or extraordinary circumstances that may be considered acceptable for your appeal include, but are not limited to, the death of an immediate relative, serious illness of a family member or yourself, recent diagnosis of a learning disability or emotional disorder, severe financial issues, or personal crisis.

### **Documentation**

The Academic Review Committee requires documentation related to your particular circumstance. Examples of such documentation may be a physician's statement, proof of recently diagnosed disability, verification of visits to a mental health counselor, or verification of absence required to deal with family issues. Other forms of documentation may be more relevant for different circumstances and are encouraged to assist in supporting your appeal.

### **Committee Recommendations and Final Decision**

The Academic Review Committee is the decision-making body for this type of appeal. If the Committee recommends approval of the appeal, they will make specific recommendations and requirements, such as limiting the number of credit hours you may take in the semester, specific course recommendations, or participation in student success workshops. The Committee will notify you in writing via your WTAMU email of the final outcome of the appeal. Health insurance and/or financial aid eligibility will not be factored into the final decision.

### **Timeline for Appeals**

In order to appeal a suspension for an upcoming semester, completed appeal packets must be submitted to the Registrar in order to be reviewed by the Academic Review Committee. See the website: <http://www.wtamu.edu/administration/registrar-probation-suspension.aspx> for deadlines for submission and dates the committee will review appeals.

# West Texas A&M University Academic Suspension Appeal Form

To be completed by the student and submitted to the Office of the Registrar

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Home Phone Number: \_\_\_\_\_

Current Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Major: \_\_\_\_\_

Name of your Academic Advisor: \_\_\_\_\_ Advisor's Department \_\_\_\_\_

Check one:  Ineligible Status  First Suspension  Second Suspension  Dismissal

Please answer the following questions.

1) In the past year, how often have you met with your Academic Advisor?

Never  1-2 times  3-5 times  6 or more times

Did you work with someone in:  STARR Center  SSS Elite Scholars  
 Academic Dept.  Athletic Advisor

2) Place an "X" by the campus services that you have used in the past year and provide supporting documentation from that service to the committee:

Math Lab  Disability Support Services  
 Computer Lab  Counseling Services  
 Writing Center  Career Services  
 Attended campus workshops that promote student success

3) If an appeal is granted, how many credit hours do you plan to take in the upcoming semester? \_\_\_\_\_

4) If an appeal is granted, do you plan to work while attending college? \_\_\_\_\_

If you do plan to work, how many hours per week? \_\_\_\_\_

**Please answer the following questions in written form and attach your answers to the appeal form along with all supporting documentation.**

1) What extenuating or extraordinary circumstances contributed to your lack of academic success? Explain how the circumstances affected your academic performance. **Provide the Committee appropriate documentation about your circumstances and supporting documentation from campus resources you have utilized.**

2) Explain how the circumstances have been resolved that will allow you to perform at a satisfactory academic level.

3) What strategies and resources do you plan to use that will help you be academically successful?

4) Why should the Committee grant your appeal and allow you to return to WTAMU the following semester?

5) What additional information do you want the Committee to consider in the review of the appeal?

Return this form, your responses to the questions, and any documentation to:

Office of the Registrar  
WTAMU Box 60877  
Canyon, TX 79016-0001  
Fax 806-651-4949

If you prefer to submit an electronic copy, you may email it to the Registrar at [tmiller@wtamu.edu](mailto:tmiller@wtamu.edu)

**Please read the following three statements and sign below:**

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**For Official Use Only**

Date received by the Registrar: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Documentation Included? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Appeal Hearing: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Appeal: Granted \_\_\_\_\_ Rejected \_\_\_\_\_