



Appeal of Academic Suspension or Dismissal  
(For Graduate Students Only)

Revised August 2022

As specified in the Standards of Academic Performance policy, under exceptional conditions a graduate student may appeal an academic suspension or dismissal by writing a formal letter of appeal to the appropriate College Dean. Consideration of the appeal will be on a case-by-case basis and will be approved only once per student by the Provost/Vice President for Academic Affairs.

Student Name (Last, First, MI): \_\_\_\_\_ Student ID: \_\_\_\_\_

Athens State Student Email: \_\_\_\_\_ Phone: \_\_\_\_\_

College/Program: \_\_\_\_\_ Last semester Enrolled: \_\_\_\_\_

Appeal for: Academic Suspension Dismissal

STEP 1: Explanation/Self-Reflection/Plan for Success

Students should provide a written explanation/letter of the circumstances that led to the suspension/dismissal and include the action(s) that have been or will be taken to resolve those circumstances and the plan to ensure successful completion of the program. Sign and attach the written explanation/plan to this form. The appeal request will not be reviewed without this documentation.

STEP 2: Submit Your Appeal to the Appropriate College (must be from Athens State Student Email)

College of Arts and Sciences: [bethlynn.sanders@athens.edu](mailto:bethlynn.sanders@athens.edu)

College of Business: [mallory.jackson@athens.edu](mailto:mallory.jackson@athens.edu)

College of Education: [julie.barnett@athens.edu](mailto:julie.barnett@athens.edu)

Process:

After review, the student will be notified of the decision via their Athens State email address. If the appeal is granted, further instructions may be provided. In order to promote student success and provide intervention in cases of unsatisfactory academic performance, the University reserves the right to take appropriate steps for any student whose appeal is granted, including but not limited to: limiting the student's course load, and/or requiring the completion or repeat of other specific courses. This form and any documents related to approval/disapproval will become part of the student's permanent record. In accordance with the Family Educational Rights and Privacy Act (FERPA), Athens State officials may not discuss this appeal with anyone except the student unless a signed consent release is on file with the Office of the Registrar-Student Records.

Approval Signatures

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

This form will be forwarded to the Registrar's Office by the Office of the Provost/Vice President for Academic Affairs after receiving final approval. The Registrar's Office will be solely responsible for removing any holds on the student and ensuring the student is eligible to enroll in courses.

FOR REGISTRAR'S USE ONLY - Date processed: \_\_\_\_\_