Academic Appeals Form
SUSPENSION or DISMISSAL

Fill-In Information Below:

Student Name: ___________________    CWID: ___________________

Home Address: _________________________________________________
Street                                      City                       State                       Zip

Home Phone: (___) _________    Advisor:  _________________________

The Academic Appeals Committee can best contact me at the following address:
Local Address: __________________________________________________________________________________
Street                                                        City                       State                       Zip

Pick the type of Appeal:    _____First Suspension ____Second Suspension ___Dismissal from the University

Reason for Suspension/Dismissal: _________________________________________________________________

1. **Attach a letter from you.** Write the committee a letter explaining exactly why you are experiencing academic difficulty that lead to your suspension or dismissal. You must also explain specifically what you will do to improve your academic performance. Include how you will change your study and time-management habits, how and from whom you will seek assistance, and so forth. Finally, tell the committee why your appeal should be granted. All committee records are confidential. Be sure to sign your letter.

2. **Provide DOCUMENTATION:** For example, if you had medical or legal difficulties, include something on official stationery from your doctor or lawyer. Letters on official stationery and or photocopies of official documents are best. In many cases, the committee CANNOT grant your appeal unless you provide documentation to support your appeal.

3. **Letter from your advisor (optional):** Ask your advisor to write a letter to support your appeal. If your advisor is not available, find your advisor’s chairperson or dean and ask him/her to review your appeal. Although not required, such a letter may improve your chances of having your appeal granted.

4. **Turn in your completed form, letter, and documentation by the deadline:** two days before the next regular semester begins. Exceptions can be made to this deadline only if the student provides a 2nd set of documentation that proves that he/she was unable to submit an appeal before the appeal deadline. This appeal must be returned to the Office of Academic Affairs, Hume Hall, Suite 202, Kentucky State University, Frankfort, KY, 40601. If you have questions please call (502) 597-5531. Fax number (502) 597-6409.

For complete directions and guidelines for appeals, please refer to the Academic Policies section of the latest edition of the KSU Catalog.

Kentucky State University is an equal educational and employment opportunity/affirmative action institution