

Marion Technical College

Academic Suspension Appeal

Policy: Students are placed on Academic Suspension after three consecutive terms of not meeting minimal academic standing requirements (2.0 GPA). While on Academic Suspension, students are not permitted to enroll in classes for a minimum of one semester, not including summer session (e.g. must take one full 16-week semester off, either fall or spring). If students have unique extenuating circumstances, they may submit an appeal to be reinstated under Continuing Academic Probation Status. See College Policy AP563 (Academic Standing) for more information.

Instructions: Students who wish to submit an appeal must complete and submit the following documents. Appeals should be submitted to the Advising and Disability Services Office (Bryson Hall 176) or by emailing advising@mtc.edu from their MTC email. Once all materials are received, the Appeals Committee will review the documentation provided and make a decision. Students will be notified of the decision in writing by MTC email no later than the first week of the semester.

1. Complete the form below.
2. Write a statement of appeal on a separate piece of paper (please type), addressing the following questions:
 - a. Describe the circumstances that led to your suspension over the previous three semesters. Provide as much detail as possible; the more the Appeals Committee knows about your situation, the better they will be able to make an informed decision.
 - b. During your warning and probation semesters, what steps did you take to improve your performance? If your appeal is approved, what do you plan to do differently this semester to ensure you will be successful?
 - c. What are your long-term goals? How will continuing your degree at MTC help you reach those goals?
3. Provide any documentation related to the circumstances of the appeal (for example, medical records, court documents, financial/employment records, etc.).

Name: _____ ID Number: _____

Email: _____ Phone: _____ Major: _____

Address: _____

Term Suspended: _____ Term Appealing: _____ Current GPA: _____

How many credits do you plan to take if your appeal is approved? _____

Which classes do you plan to take (if known)? _____

Acknowledgement Statements:

- 1) I understand that my Academic Suspension Appeal is separate from a Financial Aid SAP Appeal. If I need financial aid, I will submit the appropriate appeal documentation and follow that process. I understand it is possible my Academic Suspension Appeal could be approved, but the Financial Aid SAP Appeal could still be denied, in which case I am responsible for paying my tuition, fees, and materials out of pocket. **Initials:** _____
- 2) I understand that I must achieve a 2.0 term GPA while on Continuing Probation to remain on Continuing Probation status, and that a 2.0 cumulative GPA is required to return to good academic standing. If I earn below a 2.0 GPA while on Continuing Probation, I will be placed back on Academic Suspension and will not have the opportunity to appeal again. **Initials:** _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Appeal Received By: _____ Date: _____ Approved? Y N Date: _____