College of Liberal Arts

Suspension Appeal Procedure

If you are on Academic Suspension and are seeking to re-enroll you must write a letter to the Associate Dean addressing your suspension that follows the format listed:

- Letter must be typed
- State why you are on Academic Suspension and why you want to return to school
- Include information on what caused your low grades (be specific)
- Explain why you feel that you should be given permission to re-enroll
- Give details of what you will do in order to be successful if given permission to re-enroll
- Include contact information and A#

Please submit your letter, in person, to Shay M. Lee in FC 287 no later than one week before the first day of classes. Upon delivery of your appeal letter, you will be asked to sign a letter of acknowledgement, stating that you understand the rules and procedures of the Suspension Appeal Process. You will be contacted by your advisor once a decision on your appeal was made.