

## **Academic Suspension Appeal Information Sheet**

Students on Academic Suspension have the right to appeal and those suspended for multiple semesters, may appeal before each new semester begins. Please consider the following information when crafting your appeal.

### **Reason for Suspension**

You were suspended because you have had two consecutive semesters with a cumulative GPA below a 2.0. Should you continue your current pattern, you would be unable to graduate since it requires a minimum cumulative GPA of 2.0. Suspension is designed to alert you to the fact that you are in serious, long-term academic difficulties and to give you time to enact the radical changes you will need to make in order to succeed.

### **Areas Considered for a Suspension Appeal**

There are two grounds for which an appeal will be considered. A decision on your appeal will be based on your written material. You will not meet with anyone to discuss your situation. The appeal decision is final. However, those on suspension for multiple semesters may submit a new appeal the following semester.

Reason A: The student has past extenuating circumstances and a commitment to change their academics. An early return from suspension as a result of a successful appeal requires students to achieve a high GPA the first semester back from suspension; therefore, the appeal should outline specific strategies for stronger academic performance than evidenced in the past. Often reasons for doing poorly in past semesters are not as important as an academic plan. A suspension notation will remain on the record if the appeal is approved.

Reason B: an error in part of the college's decision.

Occasionally, suspensions decisions may be completed before all grades are entered or before a grading error has been corrected. In which case your appeal may request a reevaluation of your cumulative GPA. In these cases, the suspension will be reversed and without an adverse effect on the student record.

### **Three step Process for Submitting an Appeal**

1. Complete the top section of the appeal form (attached).
2. Attach a written statement explaining why you are appealing your suspension. Be specific and give details. Keep in mind that your appeal review will be based solely on your written information.
3. Email directly to University College at [ucac@unm.edu](mailto:ucac@unm.edu). You will receive an email to your UNM account confirming receipt of your appeal. If you do not receive an email confirmation, then your appeal was not received in the correct office.

### **Appeal Review**

1. Your appeal and your academic record will be reviewed within five business days by the University College Dean's designee.
2. Once a decision has been made you will be contacted via your UNM e-mail.

**Academic Suspension Appeal Form**

**Deadline: January 12<sup>th</sup>, 2022**

**Instructions:**

Step 1: Read the Academic Suspension Appeal Information Sheet carefully.

Step 2: Complete the top portion of this form and attach your written statement.

Step 3: Check your UNM Email account within five business days for a decision.

**To be completed by student (Please Print):**

Name \_\_\_\_\_ UNM ID# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

UNM Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Is type-written statement attached?  Yes  No

Is your appeal based on  Reason A  Reason B (refer to Information Sheet for guidance)

**Office Use Only:**

Approved No Restrictions  Approved with Credit Hour Cap of \_\_\_\_\_

Approved with Recommendations: \_\_\_\_\_

\_\_\_\_\_

Denied Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Assignment: \_\_\_\_\_ Appointment Date/Time \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_