

Academic Suspension Appeal Form

This form must be completed in its entirety with necessary accompanying documentation and letter of appeal to be considered by the Academic Standing and Integrity Committee. **Appeals with incomplete forms, missing documentation, or missing signature will be automatically denied.**

Name: _____ Student ID#: _____
Last First Middle

Address: _____
Street City State Zip code

Phone: _____ Email: _____

Term/Year of Suspension: _____ Term/Year Requesting Reinstatement: _____

1. Check the type of appeal:
 - Academic Suspension for low GPA or Percent of Courses Completed
 - Administrative Withdrawal for Attendance
 - Administrative Withdrawal for failure to meet terms of Academic Achievement Course
 - Administrative Withdrawal for failure to meet terms of Academic Plan

2. You are appealing your Suspension based on the following extenuating circumstances:
 - Health issues (medical and/or mental)
 - Death in the immediate family
 - Military call for Active Duty
 - Natural disaster (flood, fire, etc)
 - Family / relationship issues
 - Work related issues (loss of job or income, change of hours)
 - Other: _____

3. **REQUIRED:** Submit documentation for the extenuating circumstance cited above. This may include legal documentation, doctor/therapist letter stating dates you received treatment, official military orders, obituaries, insurance documentation, unemployment verification, etc.

4. **OPTIONAL:** Submit a typed, one-to-two page professional letter of appeal addressed to the Academic Standing and Integrity Committee. Guidelines for writing the appeal can be found on page two of this form.

I understand that any information shared through my appeal may be shared with members of the Academic Standing and Integrity Committee for the sole purpose of voting on my appeal.

Signature

Date

Appeal Procedure

You are strongly encouraged to talk to your academic advisor before appealing your suspension.

Your appeal must be in the format listed below to be considered by the Academic Standing and Integrity Committee (ASIC) and all supporting documentation must be included with your appeal. Your appeal letter should be one to two pages in length and written in a professional manner.

Paragraph 1. Provide detailed explanations for your lack of satisfactory academic progress. If you have previously been accepted back to Bay State College after an earlier suspension, explain the circumstances that led to your current suspension.

Paragraph 2. Please describe which support services you used during the semester (tutoring in CLAS, meetings with one of the College's Academic Success Coordinators, meetings with the College's Personal Counselor). If you did not use any services, please explain why you chose not to utilize support services at the College.

Paragraph 3. Provide an explanation of how your circumstances have changed and how these changes will allow you to perform at a satisfactory level. Provide a detailed plan of action, including long term and short term goals, that you will follow to achieve academic success if you are readmitted to the college.

Make three copies of your appeal. Keep one copy for yourself, email one copy to the Academic Standing and Integrity Committee Chair and one copy to the Director of Financial Aid. **Appeals that are emailed may result in a more timely review. Therefore, when possible, email all appeals to appeals@baystate.edu.**

Jessica Felizardo
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appeals@baystate.edu

Jeani Devani
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jdevani@baystate.edu