HOW TO APPEAL: Suspension/Dismissal

A student who is academically ineligible for readmission and feels that extenuating circumstances contributed to that status may appeal to the Academic Eligibility Appeals Committee. Write a letter to the committee addressing the following:

1. Reasons for former academic difficulty. Explain any extenuating circumstances. If you had or presently have a personal problem, tell what it is (e.g., illness, death in your immediate family, etc.). If you had an illness, document this with a letter from your doctor, counselor, or Redfern Health Center.

2. If you plan to change your major, tell what the new major will be, develop a plan of action as to how you will be successful in that major, and develop a relationship with an advisor in that major and ask if s/he will write you a letter of recommendation.

3. If you do not plan to change your major, develop a plan of action as to how you will be successful in your current major, and develop a relationship with an advisor in your major department and ask if s/he will write you a letter of recommendation.

4. State how many hours you have left to graduate and reasons why you feel that you can meet all degree requirements within a reasonable length of time.

5. Specify the things you will do to meet academic standards and raise your grade point average.

Please keep the letter concise – one or two pages. All letters should be sent in Microsoft Word or .PDF format, with correct spelling, grammar, and punctuation. The letter should be as professional as possible.

Your letter MUST include the following information at the top:

○ Your name
○ CUID number
○ Telephone number
○ Clemson E-mail address

**If any of this information is excluded, then your appeal will not be complete and will not be presented to the committee.**

Letters of recommendation are important. You are strongly encouraged to submit a letter from your academic advisor, instructor, employer, etc. in support of your continued enrollment. Those writing letters of recommendation must EMAIL their letter to UGSeligibility@clemson.edu by the deadlines below. Please submit only 1 to 3 letters of recommendation.

APPEALS WILL BE GRANTED ONLY IN THE MOST EXCEPTIONAL CASES AND A STUDENT WILL BE ALLOWED TO CONTINUE DUE TO APPEAL ONLY ONCE PRIOR TO SUSPENSION OR DISMISSAL

ADDRESS YOUR APPEAL TO:
Academic Eligibility Appeals Committee

EMAIL YOUR APPEAL TO:
UGSeligibility@clemson.edu

ALL APPEALS MATERIALS DUE:
For Fall 2024 enrollment: August 12, 2024 at 12:00 noon
For Spring 2025 enrollment: December 30, 2024 at 12:00 noon

Appeals for Financial Aid are separate from Academic Eligibility Appeals and must be handled through the Financial Aid Office. E-mail that office at finaid@clemson.edu for more information.

GRADE CHANGES:
If you anticipate a grade change (including academic forgiveness), that form must be approved by your advisor and sent to Enrolled Student Services (ESStranscripts@clemson.edu). Submit the forgiveness form BEFORE the Monday before classes begin. Otherwise, there will not be time to re-evaluate your academic eligibility status before classes start. If an instructor is changing one of your grades; that grade change must be processed through ESS prior to the Monday before classes begin as well.