

## ***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](mailto: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](mailto: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](mailto: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](mailto: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.