

## **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 stating the following:

1. Reasons for former academic difficulty. Explain any extenuating circumstances. If you had or presently have a personal challenge, 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 they 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.
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 raise your grade point average.

**Please keep the letter concise -- approximately one page.** All letters should be typewritten, neat, and with good spelling, grammar, and punctuation. The letter should be as professional as possible.

Your letter **MUST** include a header with this info:

- Your name
- Mailing address
- CUID number
- Telephone number
- 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 can **EMAIL** their letter to [UGSeligibility@clemsn.edu](mailto:UGSeligibility@clemsn.edu). Please submit a maximum of three letters of recommendation.

If you would like for your academic advisor to provide feedback on your appeal, please have them complete the [Advisor Feedback Form](#) by the appropriate deadline.

**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@clemsn.edu](mailto:UGSeligibility@clemsn.edu)

APPEAL DUE:  
For Fall 2025 enrollment: August 11 at 12:00 noon  
For Spring 2026 enrollment: December 29 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@clemsn.edu](mailto:finaid@clemsn.edu) for more information.**

**FORGIVING COURSES:** (or other grade changes)

If you anticipate a grade change (including forgiveness), that form must be approved by your advisor and sent to Enrolled Student Services ([ESS@transcripts.edu](mailto:ESS@transcripts.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.