

Southern University and A & M College
Academic Appeal Form



Southern University and A & M College – Baton Rouge recognizes that, on rare occasions, serious extenuating circumstances may prevent you from adhering to the established policies and procedures of the University. This Academic Standing Appeal Process was designed for these situations. However, the University strictly adheres to its published policies, procedures and deadlines. Only in EXTRAORDINARY CIRCUMSTANCES will appeals be considered and approved. The burden of proof of these circumstances falls upon the student. The Academic Standing Policy can be found at www.subr.edu/AppealInfo. Please complete all steps outlined on this form to appeal your financial aid or academic ineligibility. **Failure to submit documentation and follow instructions will result in a delay in the decision of your appeal or denial.** Once a decision has been reached, you will be sent an email to your SUBR email address, the email address placed on application and a formal letter to address placed on application from the Academic Appeal Committee (afappeals@subr.edu).

Please type or use blue or black ink only when completing this document. Please read and complete this application carefully.

Step 1: Appeal

1. I am requesting an appeal for the following semester:

Semester: _____ Year: _____

2. Special Note:

If you are required to file an Academic appeal and also need financial aid to pay for school, you are required to file a separate SAP Appeal. Please contact Financial Aid at 225-771-2790 for more information:

- I am filing an Academic Standing Appeal (You were suspended from school due to low GPA.)
- I understand that if I need financial aid, I must file a SAP appeal through the financial aid office also.

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Step 2: Student Information (print or type information)

Last Name: _____ First Name: _____

S Num#: _____ Telephone: _____

Street Address: _____

City, State Zip Code: _____

Southern Email Address: _____

Personal Email Address: _____

Major: _____

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Step 3: Appeal Information

A. Academic suspension can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. **In addition, all appeals must be submitted with supporting documentation. Examples of acceptable documentation are listed in the following chart. The documentation should follow the same timeline as the school year in which you experienced difficulty and must be attached to the appeal at the time the appeal is submitted.**

| <u>Check the Circumstance(s) that apply:</u> | <u>Required Documentation (must include dates that coincide with appropriate semester)</u> |
|--|---|
| <input type="checkbox"/> Severe and prolonged illness, medical condition or injury | Signed and dated letter from physician on office letterhead verifying medical or mental health problems experienced and treatment received; legible copy of accident report |
| <input type="checkbox"/> Death of family member | Death certificate and/or dated obituary from the newspaper; you must show your relationship to deceased |
| <input type="checkbox"/> Traumatic life-altering event such as fire, hurricane, etc. in which you experienced property loss or were forced to relocate | Evidence of event such as insurance claim or FEMA application |
| <input type="checkbox"/> Change of major and/or academic bankruptcy creating issue of over allotted hours | Letter from department indicating the courses required left to graduate; information can be in the form of degree audit signed by department or letter on departmental letterhead signed by your advisor. |
| <input type="checkbox"/> Military Deployment | Signed and dated deployment letter |
| <input type="checkbox"/> Other circumstances (please clearly state the circumstance if not listed above): _____ _____ _____ | Appropriate documentation which will verify the situation |

The following are not accepted as mitigating circumstances:

- Failure to read the examination timetable or perform appropriately in classes
- Minor illnesses or self-induced conditions (colds, hangovers, etc.)
- Poor academic performance due to sporting or social events
- Pressure of work or work schedule conflicts
- Religious festivals
- Domestic or personal disruptions which may have been anticipated (moving, holidays, etc).

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B. Personal Statement: You must complete the questions below. Be sure to respond to all questions. Please attach additional pages if necessary. **Handwriting must be legible.**

1. Explain the circumstances that prevented you from maintaining SAP or Academic Standing and the reasons for the basis of the appeal.

GPA: You need to state (A) what the problem was that did not allow you to meet the minimum GPA requirement; (B) when did the problem occur; (C) how long did the problem last; and (D) how did this affect your ability to complete your coursework. Be as detailed as possible.

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Deadline

To ensure that an appeal is reviewed, students must submit their appeal according to advertised deadlines. Appeals will NOT be considered for a semester that has already ended. Regardless of the appeal decision, students are responsible for any late fees incurred.

Ineligibility

If a student has already received 4 appeals, they cannot receive another appeal.

Certification of Information

- I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported for appropriate disciplinary action. Further, I realize that additional information may be requested to further support my appeal.
- If additional information is needed or once a final decision has been reached regarding my appeal for academic reinstatement, I understand that I will be sent notification via my SUBR email account and email account listed on application. Therefore, it is my responsibility to check frequently during this period.

**The Appeal Application may be submitted via email to
afappeals@subr.edu or via certified postal mail to P.O. Box 9263, Baton Rouge, LA 70813.
Please adhere to the application submission deadlines posted on the website.**

Student's Signature: _____ Date: _____