

Texas A&M University-Texarkana Office of Graduate Studies
Academic Suspension Appeal

Instructions: Fill out and sign form then submit to the Office of Graduate Studies. Attach a one-to-two-page letter explaining any extenuating circumstances that contributed to your academic performance, and what steps you will take to earn satisfactory grades if you are reinstated. **Appeals submitted without this letter will not be considered.**

Note: A separate appeal may be required by Financial Aid. This appeal does not satisfy Financial Aid requirements.

Full Name: _____ CWID: _____

Degree: _____

Student email: _____ Phone Number: _____

Previous Completed Semester (Fall/Spring) and year: _____ GPA before previous semester: _____ Current GPA: _____

Courses enrolled in previous semester:

Course Number (ie ACCT 5XX)	Course Name	Instructor Name	Final Grade

If approved, I am requesting to be enrolled in (semester/year) _____

Courses in which you plan to enroll:

Course Number (ie ACCT 5XX)	Course Name	Realistic Target Grade	Repeat
		A B C D F	Yes/No
		A B C D F	Yes/No
		A B C D F	Yes/No
		A B C D F	Yes/No
		A B C D F	Yes/No

Meet with your Academic Advisor to return, discuss, and sign your Academic Plan (next page) so that your suspension hold may be reviewed by the Graduate Program Coordinator and Dean of Graduate Studies.

*I acknowledge that I am on Academic Probation and must achieve a 3.0+ cumulative GPA to return to Good Academic Standing. While on academic probation, receiving a semester GPA below 3.0 AND a cumulative GPA below 3.0 will result in Academic Suspension for one year.

Student signature: _____

Date: _____

All students returning from academic suspension are required to meet the following requirements.

Directions to Student: Review and acknowledge the required plan with your Academic Advisor.

I, _____, will use the following resources during the _____ semester.

- Take no more than 9 semester hours.
- Attend all class meetings. If I cannot attend a class, I will notify the instructor and follow up with him/her to see what assignments or information I missed.
- Complete all assignments on time.
- See each of my instructors 4 times during the semester to discuss my progress. If online only, maintain contact via email or phone 4 times during the semester to discuss my progress
- Make a weekly/monthly schedule (include all due dates of all assignments, family and personal commitments, and a study schedule). Keep this document updated.
- Inform my advisor when I need assistance managing my time.
- Inform my advisor when I need assistance study skills.

I _____, will do my best to take advantage of campus resources, commit to the goals I have established for my academic success and maintain a 3.0 G.P.A. or above.

If you earn a 3.0 G.P.A. you will be admitted into the next semester. If you do not earn a 3.0 G.P.A. you will not be able to register for classes for the following semester.

Student signature

Date

This section to be completed by the Office of Graduate Studies

Please note your recommendation below and forward the Academic Suspension Appeal to the Graduate Program Coordinator for review:

_____ I recommend reinstatement

_____ I recommend reinstatement with the following condition(s): _____
(Attach separate page if needed)

_____ I do NOT recommend reinstatement

Signature: _____ Date: _____

This section to be completed by the Graduate Program Coordinator.

Please note your recommendation below and forward the Academic Suspension Appeal to the Office of Graduate Studies at Graduate.Studies@TAMUT.edu for review:

_____ I recommend reinstatement

_____ I recommend reinstatement with the following condition(s): _____
(Attach separate page if needed)

_____ I do NOT recommend reinstatement

Signature: _____ Date: _____

This section to be completed by the Dean of Graduate Studies

Comments/Action:

_____ Approved _____ Not Approved

Graduate Dean's Signature: _____ Date: _____

The Office of Graduate Studies will notify the student via email once this appeal has been fully processed. The complete academic probation/suspension policy can be found on the A&M-Texarkana website at: <http://catalog.tamut.edu/academic-information/probation-suspension-policy/>

The Office of Graduate Studies will also notify the Graduate Program Coordinator, Registrar, Financial Aid, and Business Office of the processed appeal and submit each office a copy of the final document.