

## **UAHT Steps to Appeal Academic Suspension**

- 1. Fill out an Academic Suspension Appeal Form** (can be found on the UAHT website under the Purtle Advising Center; can be given to you by your advisor in the Purtle Advising Center, by the Registrar, or by the Dean of Student Services); provide all information requested on appeal form.
- 2. Turn Academic Suspension Appeal Form into the Purtle Advising Center.** This form will then be sent to the Personal Intervention Advising Coach and presented to the Academic Suspension Appeals Committee to decide on the approval or denial of your appeal.
- 3. Receive approval of appeal or denial of appeal via letter and email.** If approved, take the next step. Approval also means you will follow the requirements of an Academic Suspension Contract and participate in the Rerail Program – the Academic Success Recover Program. If denied, you must sit out one regular semester. You can take summer classes to improve your GPA and return after you have sat out one semester.
- 4. Meet with your assigned advisor to make and complete an Academic Suspension Contract and enroll in classes.** This contract will then be sent to your assigned Rerail Coach and the Academic Suspension Appeals Committee as it lists the terms of re-enrollment and the requirements of returning to classes and appealing suspension.
- 5. Attend classes and meetings with Rerail Coach regularly as scheduled.** Meet other requirements of contract such as receiving tutoring, etc.

**Academic Suspension Appeal Form** – *form that appeals status of academic suspension; it asks for statements for reason of failure to meet academic standards and for steps planned to improve GPA; this form is reviewed by the Academic Suspension Appeals Committee; submit this form to be approved to reenroll in classes after placed on academic suspension instead of sitting out one regular semester*

**Rerail Program** – *UAHT's Academic Success Recover Program; requirement of students on academic probation and suspension; a built-in support system to help students stay on track and meet their goals; involves meeting regularly with assigned Rerail Coach*

**Academic Suspension Contract** – *contract made with advisor that list the requirements of reenrolling in classes such as the classes required to be taken that semester, grade requirements, etc.; helps student meet goals and improve academic standing*

**Academic Suspension Appeals Committee** – *consists of Dean of Student Services, Registrar, Personal Intervention Advisor, Assigned Advisor, Director of Financial Aid, and Appointed Faculty Member*

**Regular Semester** – *defined as a Fall or Spring Semester following the last semester attended*

Questions, please contact [rerail@uaht.edu](mailto:rerail@uaht.edu) or 870-722-8118

## **UAHT Academic Suspension Appeal Form**

Students who are placed on academic suspension due to failing to achieve the minimum grade point average while on academic probation can appeal the suspension. If approved, the student is allowed to enroll in the next regular fall or spring semester instead of otherwise sitting out the mandatory semester.

To appeal, provide the information requested below. Your appeal will be submitted to the Academic Suspension Appeals Committee for approval. If the appeal is approved, you will then complete a contract with your academic advisor for the semester in which you are enrolling. The contract will state the requirements of re-enrollment. Approval or denial of your academic suspension appeal will be sent to you in a letter and via email.

1. Provide a detailed statement in your own words about why you did not meet the academic standards while on academic probation. Include why you chose to appeal and would like to enroll in classes this upcoming semester instead of sitting out one semester.
2. Provide a second statement describing what specific steps you plan to take to return to good academic standing and raise your GPA to the required average.
3. Attach an updated degree plan (obtained from advisor).
4. Attach any documentation that supports your appeal and the circumstances that may have contributed to your academic standing. (For example: doctor's notes, newborn child's birth certificate, etc.)
5. Sign this form and attach all written statements and appropriate documents.

*Return form and all attached statements and documents to the Purtle Advising Center.*

By signing below, I agree that all the information and documentation provided in this appeal is complete and correct. I give permission to the Purtle Advising Center to provide copies of the appeal and all attached information to the UAHT Academic Suspension Appeals Committee. I give the UAHT Academic Suspension Appeals Committee members permission to access the information involved in the approval or denial of my academic suspension appeal, such as my transcript, etc.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_