



## Appeal for Academic Probation and/or Reinstatement

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

Semester Applying for Probation and/or Reinstatement: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Major: \_\_\_\_\_

Are you receiving Veterans Educational Benefits (GI Bill)? ☐ Yes ☐ No

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: ASU \_\_\_\_\_ Home \_\_\_\_\_

### Instructions:

All appeals must be typed with a signed signature from student. Please provide a letter with the following information: (1) state why academic performance resulted in suspension, (2) discuss your plan to be successful if admitted/reinstated, (3) explain why you should be admitted/reinstated, (4) if you are submitting a new application for ASU on academic probation we will need official copies of all previous attended universities.

For an appeal to be processed, this form must be completed and returned no later than December 15, 2011.

The Admissions Committee will not review incomplete appeals, so be certain you complete the requirements. Upon completion of the appeal, it must be submitted to the Admissions and Records Office. Appeals, may be submitted via email (necedah.henderson@athens.edu) in person, via mail (Athens State University, Office of Admissions, 300 N. Beaty St. Attn: Necedah Henderson, Athens, AL 35611) or via fax (256-233-8163).

The Admissions Committee will review your completed appeal and academic transcripts during the appeal for admissions and/or readmission meeting and will notify you via your email address and formal letter.

The decision of the Admissions Committee, together with the materials presented by the student, will be placed in the student's official records. Please note unless you have a signed release on file, Athens State officials may not discuss the results of your appeal with anyone except you, the student. This is in accordance with the Family Educational Rights and Privacy Act. (FERPA)

For college use only:

Comments: \_\_\_\_\_

Appeal Granted: ☐ Yes ☐ No

Signature of Appeals Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_