

Undergraduate Suspension Appeal

Name:	UIN (8-digits):
Street Address:	
City, State, and Zip:	
Telephone (<i>where you can be reached if needed during the appeal processing days</i>):	Email Address:
Academic Advisor:	Major (Intended or Declared):
Semester and Year Suspended:	Is this your first suspension?
Did you have a medical condition or emergency during the most current semester which prevented you from attending the majority of your classes? If yes, please include dates when referencing in your letter.	
Are you expecting a grade change that will result in your semester gpa reaching a 2.0 or above? If so, please reference which course and include in your letter.	
Did you successfully complete 100% of the Monarch Academic Pathway to Success (MAPS) program? (Circle one)	
<ul style="list-style-type: none"> • Yes • No • Unsure 	
Please list and describe the documentation you are submitting to support your appeal. (Examples include but are not limited to doctors' notes, police reports, etc.) Documentation is <u>required</u> for the appeal to be considered.	
Today's Date:	
NOTE: The Suspension Appeal Committee makes decisions immediately after the deadline. No late submissions are accepted. The suspension appeal decisions will be posted on LEO Online as well as emailed to the student.	

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Appeal Procedure

(Please follow this format exactly; incomplete appeals will be denied.)

You are strongly encouraged to talk to your academic advisor before appealing your suspension.

Your appeal must be in the format listed below to be considered by the Suspension Appeal Committee and all supporting documentation must be included with your appeal. ***Gather any other documentation that you believe will help your case, e.g., memo from a doctor (on official letterhead), disability test results, medical or psychological evaluation, etc. Include only essential materials, please. Your ODU Academic Transcript cannot be used as a form of documentation. (Documentation must be included with the appeal. If documentation is not included, the appeal will NOT be considered.)*** Your appeal letter should be one to two pages in length and written in a professional manner.

Please address each question.

Paragraph 1. What happened?

Provide detailed explanations for your lack of satisfactory academic progress. Be specific about the **last few semesters** while in academic difficulty? What documentation are you providing that supports your case?

Paragraph 2. What support services did you use?

What support services did you use? Please describe which support services you used during the semester (Examples: Utilizing university tutoring, meetings with a counselor in Counseling Services or Educational Accessibility, etc.). If you did not use any services, please explain why you chose not to utilize support services at ODU.

Paragraph 3. What has changed?

Have your circumstances changed? Provide an explanation of how your circumstances have changed and how these changes will allow you to perform at a satisfactory level.

Paragraph 4. What is your action plan moving forward?

Provide a detailed plan of action, including long-term and short-term goals, which you will follow to achieve academic success.

SUBMISSION OF FALSE INFORMATION IS A VIOLATION OF OLD DOMINION UNIVERSITY'S HONOR CODE.

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Please submit all documentation with this form either via fax or email. Fax to 757-683-6884, or email advisor@odu.edu. If you email documentation to advisor@odu.edu, then please write "Suspension Appeal" in the subject and include your name, UIN, your attached documentation.

Suspension Appeal Process Agreement:

Initial the statements below to indicate that you have read and understand the appeal process.

- ___ I understand that if this appeal is not successful, I will be required to fulfill my suspension in full.
- ___ I understand that the decisions and recommendations of the Suspension Appeal Committee are FINAL and cannot be appealed further.
- ___ If my appeal is successful, I MUST meet with an Academic Continuance Advisor to discuss and implement the committee's recommendations.
- ___ Failure to meet with an Academic Continuance Advisor will result in my suspension appeal being REVOKED and I will be required to serve my suspension period.
- ___ If my appeal is denied, I understand that I will need to complete a readmission application pending my return.
- ___ I understand if no documentation and/or letters of support are provided, my appeal will be automatically denied.
- ___ I understand that the appeal decision is sent to my ODU email and posted on my transcript AFTER 5pm of the day decisions are made.

Signature: _____

In all cases, the following are REQUIRED:

- Suspension appeal form with all appropriate blanks completed.
- A carefully thought out and composed letter written by the student responding to the questions above.
- Supporting official documents and/or letters of support.
- A plan of action for subsequent enrollment, should appeal be granted.

WHO REVIEWS MY APPEAL?

The Suspension Appeal Committee is comprised of a faculty representative from each academic college. Appeal committee member names are not released; appeal decisions are communicated to the student via ODU email. Please be sure to check ODU email and update all addresses in LEO.