

# ACADEMIC SUSPENSION APPEAL FORM

## ADDITIONAL INFORMATION

### Who Reviews My Appeal?

The Appeals Committee is comprised of representatives from Student Life, Enrollment Management, the Faculty, and the Dean of Faculty's Office. Appeal committee member names are not released; appeal decisions are communicated to the student via Wartburg email and the legal home permanent address. Please be sure to check info.wartburg.edu or My.Wartburg to make sure that your email and address are updated. For difficulties accessing college email, please contact Information Technology Services at ????

### What Does The Committee Look For When Reviewing My Appeal?

1. You understand and communicate the reasons for your academic difficulties.
2. You accept personal responsibility for your academic difficulties.
3. You understand and communicate the measures needed to improve your academic performance.
4. You understand and communicate the measures needed to correct academic performance issues.
5. The actions you propose are appropriate to correct academic performance issues.
6. You have the commitment and ability to complete your proposed course of action.
7. You are prepared academically to succeed.
8. Whether you have fulfilled the provisions of your admission (if applicable).

**Note:** Information from your academic records and from faculty and staff whom you have frequent interaction with will be taken into consideration as appropriate.

### Tips for Writing Your Appeal

#### *General Suggestions*

- Gather documentation to support your reasons for poor academic performance. Examples of supporting documentation could be: a letter from a healthcare provider, a funeral announcement, a letter of support from a faculty member or a Pathways Center staff person.
- Reference your Wartburg academic record and additional transcripts if you have attended another college or university since your suspension from Wartburg. Be reflective, detailed, descriptive, and specific.
- Be sure that your appeal letter adheres to standard written English language conventions and that it has been thoroughly proofread.
- Type your appeal so that it is professional and organized.

#### *Tips for Paragraph #1*

- Address each reason why you did not achieve your academic potential.
- Reference each piece of documentation that supports your appeal. For example, if you experienced academic and personal difficulties due to a medical issue, please enclose and reference a letter from a healthcare provider.

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## *Tips for Paragraph #2*

- Address the extent to which you used the different support services available at Wartburg. For example, if you went to the Supplemental Instruction (SI) sessions, please state how many times you attended and specify the class the SI sessions supported.
- If you did not utilize the support services available at Wartburg, please provide a detailed explanation for your failure to use the services that are available.

## *Tips for Paragraph #3*

- Review the reasons for your lack of academic progress that you stated in paragraph 1 and address the changes that you have made to allow you to be academically successful. If your situation has not changed, explain how you will manage the situation.
- If you are working, indicate how you will balance your work and school obligations.
- Discuss the Wartburg support services that you will utilize.
- Discuss the specific courses you plan to take if you are permitted to return.
- Discuss your short term and long term goals.

## *Recommendations*

1. This is the only contact you (the student) have with the committee; therefore, it is crucial that this statement be well thought out and well written. Although you may handwrite the statement, typewritten documents are easier for the committee members to read and review.
2. The statement should include only relevant information regarding the circumstances of the suspension or dismissal.
3. Supporting documents and all other pertinent information should be included with your letter and appeal form.
4. It is not sufficient for you to say, "I know I can do better." If expected improved performance is part of your petition, you must provide a strong rationale for the probability of this improvement.
5. Successful statements are typically one page in length but no more than two.
6. If applicable, you should submit supportive information concerning the conditions or situations leading to your suspension. Such information should clearly show that you have resolved all pertinent challenges. Statements or letters from doctors, counselors, ecclesiastical leaders, employers, advisors, faculty, etc., will be helpful only if they verify that you have resolved the condition that led to the suspension or have the condition under control such that it will no longer affect academic performance in the next term of enrollment.