

# ACADEMIC SUSPENSION APPEAL & CONDITIONAL READMISSION

**Instructions:** Please complete sections 1-3 of the appeals form below and send to [academicappeals@fairmontstate.edu](mailto:academicappeals@fairmontstate.edu)

## Section I: Student Information

### Contact Information

Student ID# \_\_\_\_\_ Date: \_\_\_\_\_

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

Fairmont State Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you live on-campus?    Yes                  No

Do you plan to switch your major from the one currently designated in DegreeWorks?    Yes                  No

### Current Academic Information

You are encouraged to use DegreeWorks to answer the questions below.

Assigned Academic Advisor \_\_\_\_\_

Current Major: \_\_\_\_\_ Current Grade Point Average: \_\_\_\_\_

## Section II. Explanation of Circumstances and Plan of Action. Attach a letter written at a college level explaining the information below. Include any supporting documentation.

- Explain the extenuating circumstances that led to your grade point average deficiency.
- Explain the adjustments or actions you have taken, including specific steps you will take to mediate your circumstances.
- Describe what it will take for you to earn a grade of C or higher in future classes and return to good academic standing.

## Section III: Upload Third Party Documentation

Provide third-party documentation supporting your explanation of your prior poor academic performance. This could include a letter from a professor, medical professional, counselor, tutoring records, or any official documents that can verify your circumstances.

Send completed form and supporting documentation to [academicappeals@fairmontstate.edu](mailto:academicappeals@fairmontstate.edu)