

UTB/TSC SATISFACTORY ACADEMIC PROGRESS APPEAL

Summer 2009 Suspension Appeal Deadline: May 19, 2009, 5:00 p.m.

Fall 2009 Suspension Appeal Deadline: August 3, 2009, 5:00 p.m.

Student Name: _____ UTB/TSC ID: _____

E-mail address: _____ Phone: _____

Check the term that applies: Summer 2009 Fall 2009

Students may use this form to appeal their suspension. Students must return this appeal form and other required documentation to the Office of the Vice President for Academic Affairs (VPAA), Gorgas Hall D100 or by FAX to (956)882-6522. **Students will be notified of the decision of the Appeals Committee via the email address provided above.**

Completing the appeals application will probably take 2-3 (or more) days; therefore take the necessary time to finish all required forms.

Incomplete applications will NOT be reviewed.

Instructions:

This application must include:

1. Unofficial Transcript

- The **Unofficial Transcript** must be from the Registrar's Office (not from Scorpion Online).

2. Letter

- Please write an essay that a) explains the reasons for your poor academic performance and b) details your plans to succeed academically in the future.
 - a) Provide a detailed and concise explanation of those mitigating circumstances that led to your poor academic performance and that are relative to your academic probation and/or suspension. Be sure to include a semester by semester explanation of the circumstances which led to your current academic status.
 - b) Provide a detailed plan for returning by explaining how you will meet your financial, career and academic goals. Development of this plan requires that you use the services of the Student Success Center (MRC North Annex, 882-8292) and the Academic Advising Center (Lightner Center, 882-7514). You will need to reference the Academic Success Contract, Academic Success Plan and Career Counseling Action Plan to develop each part of your plan. Copies of these documents must also be submitted (**see 3. Documents**).

1. Financial

- Write an explanation of how you will pay for classes. Consider these possibilities: financial aid, if approved; wages from work; other benefits, such as VA, Social Security, Unemployment, Workmen's Compensation; family and friends; savings or assets; other.

2. Career

- Write an explanation of how you will reach your long-term career goals. Include how you can develop the skills that are necessary for the jobs you are interested in. You should include how the Career Counseling Action Plan you developed with a counselor has helped you. Areas you should address include work habits, study strategies, and relevant work experience (part-time, internships, volunteer).

3. Academic

- Write an explanation of how you will change your behavior to be more academically successful. You should include how the Academic Success Plan you developed with an advisor has helped you. Areas you should address include time management, study skills, regular attendance, visits with faculty, and visits with advisors. Identify the campus resources and services you will use when you return.

3. Documents

- Attach a copy of your completed Academic Success Contract and your Academic Success Plan, which you obtained from your advisor at the Academic Advising Center when you first learned of your academic status. ([Click here for samples.](#))
- Attach a copy of your completed Career Counseling Action Plan which you developed with a counselor at the Student Success Center. ([Click here for sample.](#))

4. Verification of extenuating circumstances

- **Medical Circumstance (Physical and/or Mental)**
 - Provide documentation from doctor or hospital indicating dates of absence from school, diagnosis, treatment plan, and a schedule of when you will be ready to return to school.
- **Personal Circumstance** (affecting you and/or immediate family such as a divorce, death in the family, financial problems, job loss or other hardship)
 - Provide documentation from counselor, clergy, lawyer, court, bank, employer, etc, to verify the specific circumstance.

STUDENT CERTIFICATION STATEMENT

I have attached the following required items:

Unofficial Transcript from Registrar's Office

Letter

- a. Explanation
- b. Action Plan
 1. Financial Plan
 2. Career Plan
 3. Academic Plan

Documents

- a. Academic Success Contract
- b. Academic Success Plan
- c. Career Counseling Action Plan

Verification of Medical or Personal circumstances

I understand that I will be notified by e-mail of the final decision.

Student's Signature: _____

Date: _____

FOR VPAA'S OFFICE USE ONLY

Check the type of appeal: Conditional Probation SUSP 1 SUSP 2