

Southern University and A & M College
Academic Appeal Form



Southern University and A & M College – Baton Rouge recognizes that, on rare occasions, serious extenuating circumstances may prevent you from adhering to the established policies and procedures of the University, including observing published deadline dates for dropping a course or resigning from the University. This Academic Standing Appeal Form was designed for these situations. However, the University strictly adheres to its published policies, procedures and deadlines. Only in EXTRAORDINARY CIRCUMSTANCES will appeals be considered and approved. The burden of proof of these circumstances falls upon the student. **Also note, if you receive financial aid, and have been notified regarding ineligibility from the Financial Aid Office, you MAY also need to complete and submit the separate Financial Aid SAP Appeal Form.**

Step 1: Student Information (print or type information)

Last Name: _____ First Name: _____

S num#: _____ Telephone: _____

Permanent Address: _____

Permanent Address: _____

Southern Email Address: _____

Personal Email Address: _____

Appeal Semester: _____ Major: _____

Checklist of Completion – Please check the following to verify you have completed all steps prior to the submission of your appeal.

- ☐ I have read and understand Southern University's Academic Standing Policy which can be found in the 2014 – 2017 Undergraduate Catalog (p42), the 2014 – 2018 Graduate Catalog (p15), or online (www.subr.edu) under the CUSA link for Academic Standing Policy
- ☐ I have completed the appeal form and all questions have been answered in depth.
- ☐ If applicable, documentation to support my appeal has been attached.

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Step 2: Personal Statement

Please explain in detail the circumstances that prevented you from maintaining the required GPA and the reasons for the basis of this Academic Appeal. The statement and documentation should follow the same timeline as the school year in which you experienced difficulty. Also, you must include the steps you will take to ensure the GPA standards will be met at the end of each semester.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Step 3: Documentation

If applicable, list the documents below that you have attached to support your appeal for academic reinstatement. Please explain how each relates or supports to the circumstance(s) discussed in your personal statement.

- a) _____
- b) _____
- c) _____
- d) _____

Deadline

To ensure that an appeal is reviewed, students must submit their appeal according to advertised deadlines. Appeals will NOT be considered for a semester that has already ended. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred.

Ineligibility

Students are ineligible for an appeal if they do not have any extenuating circumstances. Also, if a student has already received 4 appeals, they cannot receive another appeal.

Certification of Information

- I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported for appropriate disciplinary action. Further, I realize that additional information may be requested to further support my appeal.
- If additional information is needed or once a final decision has been reached regarding my academic standard appeal, I understand that I will be sent notification via my SUBR email account only. Therefore, it is my responsibility to check my SUBR email account frequently during this period. If corresponding through my University email account is a problem, I realize that it is my responsibility to contact the Appeals' Committee.
- By signing, I certify that I understand if I receive an appeal, I must complete additional requirements set by the University, e.g. enroll in FRMN 0 – Mentoring and/or utilize campus support services by successfully completing the academic success plan, JAG Plan. These programs were created to provide the necessary support for student success. If I fail to meet the requirements outlined by the University, my future eligibility for registration could be suspended.

**The Academic Standing Appeal Application may be submitted via email to
afappeals@subr.edu or via postal mail to P.O. Box 9263, Baton Rouge, LA 70813.**

Student's Signature: _____ Date: _____