Carson-Newman University
Academic Suspension Appeal Application

Overview
Academic Suspension is the end result of a pattern of unsatisfactory academic performance, even after being warned of the necessity of improved performance. In submitting this appeal application, you are requesting an exception to the university’s suspension policy. Therefore, this appeal must be accompanied by a personal statement explaining your academic performance in the past and your plan for future success. Additional supporting documentation may also be required.

Appeal criteria
Circumstances that may warrant an exception to the suspension policy are listed below. Check any that apply to you.

___ A. Personal or family emergency
___ B. Serious medical difficulty
___ C. Serious psychological difficulty
___ D. Issues pertaining to a recently diagnosed disability or other disability related extenuating circumstances.
___ E. A change of grade that will result in a semester grade point average of 2.0 or a cumulative grade point average that is above the minimum grade point average for academic probation (see information in University’s Catalog under “Academic Standing.”) A change of the final course grade may occur only in case of mathematical or clerical error, removal of an incomplete, or as the result of a successful grade appeal.
___ F. Completion of an incomplete grade which will result in a grade that will either allow you to be continued on academic probation or will take you off of academic probation.

Personal Statement: Submit a typed, signed personal statement addressing the three following statements:
• What extraordinary circumstances contributed to your poor academic performance?
• Given your recent struggles, what is your plan of action, should you be allowed to return to C-N?

Required Documentation (if reasons A, B, C, or D are checked): Please supply supporting documentation on letterhead from professionals (physicians, counselors, C-N faculty/staff)) who have assisted you in your attempt to overcome challenging circumstances. Required documentation also includes official reports (death notices, police reports, physician’s/medical notes, etc.)

___________________________________________________________
Name_______________________ C-N Student ID________________________
___________________________________________________________
Cell Phone(______) _____-_______ E-mail address________________________

By signing and dating below:
• I acknowledge that all information I have provided is true and correct.
• I grant permission for the Appeals Committee to request and review any documents or information on file by sources I have revealed in my appeal or by sources that submit a statement of support.
• I understand that furnishing false information to the university with the intent to deceive is considered a violation of the Code of Conduct as outlined in the C-N Student Handbook.

This application is not considered complete until all required documentation and required student statements have been received.

___________________________
Signature

___________________________
Date

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<th>Semester Suspended</th>
<th>Applying to be reinstated for</th>
<th>Application due by</th>
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Submit all materials by the deadline to: Carson-Newman Associate Provost Office
C-N Box 71989 Jefferson City, TN 37760 Phone (865) 471-3219 Fax (865) 471-3502

Due to the possible time delay with regular mail, we urge you to submit your application via fax, in person, or by overnight delivery.