

## ACADEMIC SUSPENSION APPEAL FORM

Student Name: \_\_\_\_\_ CMU Student ID #: 700 \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Suspension indicates the student is not in good standing and represents a temporary, involuntary separation of the student from the University based on the student's failure to meet minimum academic standards as outlined in the Colorado Mesa University Catalog. The length of the separation is dependent on the number of suspensions on the student's record.

- The first suspension shall be for a period of one semester (excluding summer term).
- The second suspension shall be for a period of two semesters (excluding summer term).
- A third suspension shall be for an extended period of time (i.e. 3-5 years) and requires meeting with the Registrar.

If the suspension is due to substantial non-academic circumstances outside the student's control (i.e., major medical issues, serious car accident, etc.), the student may submit a suspension appeal with documentation to the Suspension Appeal Committee in the Registrar's Office. The Suspension Appeals Committee will meet once a semester, after grades have been posted, to review all Suspension Appeals submitted by the date outline below.

### **ACADEMIC SUSPENSION APPEAL DEADLINE:**

**To be eligible for consideration, Suspension Appeals must be submitted to the Registrar's Office by the following deadline:**

- To return for Spring term
  - Final Deadline: January 10
- To return for Fall term
  - Priority Deadline: June 12
  - Final Deadline: August 10

**INSTRUCTIONS:** Please complete all steps below.

1. **Semester being appealed:** \_\_\_\_\_

2. **Typed Personal Statement (Required):**

Submit a typed statement explaining your situation, including the following:

- Reason(s) for unsatisfactory academic performance in the last two semesters
- How your situation is different now and how it will impact your success
- What is your plan for success in the upcoming semester

3. **Supporting Documentation (Required):**

Documentation related to your appeal must be submitted with your personal statement. This documentation must confirm the timeline and circumstances you described in your personal statement. Proper documentation may include:

- Medical records or letter from Doctor/Counselor on letter head (must include dates of appointments)
- Official reports (police reports, death certificates, accident reports, court documents, etc.)
- Letters from individuals familiar with your situation (doctors, attorneys, psychiatrists, mentors, advisors, etc.)

**Filing a suspension appeal with the Registrar's Office does not guarantee approval and the Suspension Appeal Committee's decision is final.**

**You will receive an email to the email address listed above with the Suspension Appeals Committee's decision. Approval of a suspension appeal does not change the student's academic record. It will only allow the student to not have to sit out the required suspension time as outlined in the Colorado Mesa University Catalog.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*Electronic signatures are not accepted. This form must be printed and signed or emailed from your Colorado Mesa University email account.\*\*\*

**-OFFICE USE ONLY-**  
Date Received: