

Texas A&M University-Texarkana
Department of Academic Advising and Student Success



Appeal of Academic Suspension

Please complete the following, acquire the appropriate signatures, and return this form to your academic advisor, 7101 University Avenue, Texarkana, TX 75503. Please be sure to carefully complete all of the information. **DEADLINE: 15 days before the first class day.**

Last Name: _____ First Name: _____ CWID: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Major: _____ Advisor: _____

Last semester of attendance prior to suspension: ____ semester ____ year ____ Last Semester's GPA

Reinstatement Requested: ____ semester ____ year ____ Cumulative GPA

I request review of my academic suspension from A&M-Texarkana for the following reasons:

In addition to my most recent transcript, I am submitting the following documents in support of this appeal:

Student Signature

Date

Approvals: Dean and Provost

Dean of Students Recommend See attached notes

Directors of Academic Advising/Transfer Services Recommend See attached notes

Dean/College Representative Approve Deny See attached notes

Provost and VP for Academic Affairs Approve Deny See attached notes

Courses in which you plan to enroll:

For office use only
 Processed by: _____
 Date: _____

****Routing:** Once complete, each person listed above, Financial Aid Office, Business Office and Registrar receives a copy.

Course Number	Course Title	Credits	Realistic Target Grade	Repeat
			A B C D F	Yes/No
			A B C D F	Yes/No
			A B C D F	Yes/No
			A B C D F	Yes/No
			A B C D F	Yes/No

Type a 1-2 page essay explaining the challenges that affected your academic performance during the past semester and outline a detailed plan of action with specific steps you will take to overcome these past challenges. Some actions to consider may include:

- Meeting with your Advisor to discuss your progress and completing assignments throughout the semester.
- Developing a formal study plan for each of your courses and meeting with your instructors monthly.
- Adjusting your social, job, and/or living arrangements as appropriate.
- Making appointments to get assistance from any/all of the *Campus Resources* you need.

Meet with your Academic Advisor to return, discuss, and sign your Academic Plan and Essay so that your suspension hold may be removed.

*I acknowledge that I am on **Academic Probation** and must achieve a 2.0+ cumulative GPA to return to **Good Academic Standing**. While on academic probation, receiving a semester GPA below 2.0 AND a cumulative GPA below 2.0 will result in **Academic Suspension for one year**.

Student Signature _____ **Date** _____

Advisor's Signature _____ **Date** _____

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Appeal of Academic Suspension - Plan

All students returning from academic suspension are required to meet the following requirements.

Last Name: _____ First Name: _____ CWID: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Major: _____ Advisor: _____ Cumulative GPA: _____

Requirements:

Directions to Student: Review and acknowledge the required plan with your Academic Advisor.

I, _____, will use the following resources during the _____ semester.

- Take no more than 12-13 semester hours.
- Attend all class meetings. If I cannot attend a class, I will notify the instructor and follow up with him/her to see what assignments or information I missed.
- Complete all assignments on time.
- See each of my instructors **4** times during the semester to discuss my progress.
- Make a weekly/monthly schedule (include all due dates of all assignments, family and personal commitments, and a study schedule). Keep this document updated.
- Inform my advisor when I need assistance managing my time.
- Inform my advisor when I need assistance study skills.

I _____, will do my best to take advantage of campus resources, commit to the goals I have established for my academic success, and maintain a **2.0 G.P.A.** or above.

If you earn a **2.0 G.P.A.** you will be admitted into the spring semester. If you do not earn a **2.0 G.P.A.** you will not be able to register for classes for the following semester.

Student

Date

Advisor



Campus Resources

Academic Advising	UC 330	903-334-6724
Transfer Student Services	UC 234	903-334-6724
Student Success Center	UC 330	903-334-6724
Testing Center	UC 325	903-223-3072
Library Services	UC, 3 rd Floor	903-223-3100
Office of Student Life	UC 125	903-223-1351
Career Services	UC 134	903-223-3062
Disability Support Services	UC 125E	903-223-3062

Course	Faculty	Office Hours