



Undergraduate Academic Suspension Appeal

This is for students who were academically suspended and believe the circumstances related to the suspension were beyond their control and that those circumstances will change. A complete description of LU's Academic Suspension Policy can be found in the Undergraduate Catalog.

Submission of the appeal does not guarantee approval. Only completed forms will be forwarded to the Faculty Petitions Committee responsible for reviewing Academic Suspension Appeals. We will notify you via your official LU email account and mail to your permanent address once a decision has been made on your appeal.

Name

Last	First	MI
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Longwood University ID Number

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1. Indicate the year and term for which you are submitting the Academic Suspension appeal.

Year: 20_____ Semester Suspended: Fall Spring Summer

2. Indicate the extenuating circumstances that have contributed to your inability to maintain satisfactory academic performance by checking any category below that applies to you.

- Serious illness, mental health issue, or injury to the student or a loved one.
- Death of a loved one.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other unexpected documented circumstances beyond the control of the student.

3. Provide an explanation, on a separate document, of your extenuating circumstances. Appeals must:

- Be either type written or printed legibly in blue or black ink
- Be authored by the student, not a parent or other 3rd party.
- Address all three of the following points:
 - The circumstances indicated in item 2 that led to the academic performance. (e.g. nature of health issue, trauma experience, other experience)
 - Why/how those circumstances are no longer affecting your academic performance
 - What you will do/have done to ensure academic success in the future

4. If applicable, include supporting documentation from a professional (e.g. Physician, social worker, psychiatrist, police, etc.) that briefly describes the circumstance and, where appropriate, the student's ability to return to school.

Be sure your full name and Longwood ID (when possible) appear on all documents submitted.

- 5. Statement from your academic advisor.** You may request a statement from a faculty member who can support your academic readiness for improvement. The faculty member or advisor should provide his/her opinion of your ability and willingness to improve academic performance. It is your responsibility to request a statement of support, if desired.
- 6.** Is strongly recommended that you obtain and review a copy of your unofficial academic transcript (for your benefit) before you submit your appeal (an unofficial copy is available through the myLongwood portal).

Academic Advisor Name

I understand that the Faculty Petition Committee will not accept my Academic Suspension Appeal that is incomplete or lacks documentation. I am, therefore, submitting my Academic Suspension Appeal with appropriate documentation. By signing this form, I certify that the information on this form is truthful and accurate.

Signature

Date

Return this form and supporting documentation to registrar@longwood.edu