

**ACADEMIC SUSPENSION APPEAL FORM  
PROFESSIONAL STUDIES**



**SOUTHWESTERN  
COLLEGE**  
PROFESSIONAL STUDIES

The deadline for all appeals are eight weeks prior to the term in which you desire to start classes again. This appeal is your chance to help the PS Academic Affairs Council understand your plan for success with continuing your education. Please take time to think about your responses to the questions. Please free to ask any questions you have of the Registrar's Office, your admissions representative, or your academic success coach. Then complete this form, append any requested documentation, and email them to your admissions representative or academic success coach. The appeal will be reviewed by the PS Academic Affairs Council and the Council's decision shall be final.

<b>Name</b>	<b>SC ID #</b>
<b>Address</b>	<b>Email</b>
<b>Phone</b>	<b>Major</b>
Would you like this information shared with the Financial Aid Office as an appeal for financial aid? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Explanation of Academic Performance and Plan for Success**

- What happened?** Provide detailed explanations for your poor academic performance. Describe in detail both your own choices and any extenuating circumstances that impacted your academic standing.
- What has changed?** Describe what has changed related to the above issues and what adjustments will you make to ensure a more successful academic performance in the future.
- What is your plan?** Describe your proposed plan for achieving good academic standing and which individuals and/or support programs will you work with to help you improve your academic performance if you are reinstated.
- Have you completed any college work since your suspension?** If so, please provide a copy of your transcript (unofficial will be accepted for the appeal). If your course is still in progress, please provide documentation of your performance in the course.
- What is your support system to help you succeed with your education?** Describe your support system.
- Why should your appeal be granted?** Describe why the College should approve your appeal.

Signature	Date
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