Undergraduate Academic Appeal Procedure:
Students Appealing for Undergraduate Readmission for Summer or Fall 2018

Academic Appeal Forms due: 4:00 p.m. Monday, May 14, 2018, MT One Stop, SSAC 210
Academic Appeals Committee meeting: 9:00 a.m. Wednesday, May 16, 2018, BAS Building

It is the student’s responsibility to follow-up to ensure the Undergraduate Academic Appeal Form is received PRIOR to the Monday, May 15, 2018, 4:00 p.m. deadline.

If you attended another school while on suspension from MTSU, do not complete this form. Re-enroll online. Attending another school while on suspension does not guarantee re-admission to MTSU.

### Table: Spring 2018 Suspension Displayed - PipelineMT

<table>
<thead>
<tr>
<th>Academic Suspension</th>
<th>Appeal packet documentation due:</th>
<th>Receipt of appeal form - PipelineMT:</th>
<th>Appeal Committee Meets:</th>
<th>Results Displayed - PipelineMT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018 Suspension</td>
<td>4:00 p.m. May 14, 2018 MT One Stop, SSAC 150</td>
<td>Within 2 business days of receipt¹</td>
<td>9:00 a.m. May 16, 2018 Business &amp; Aerospace Bldg</td>
<td>Upon receipt of e-mail notification by morning of May 17, 2018</td>
</tr>
</tbody>
</table>

¹. PipelineMT>Registration & Student Records>Academic Records>Final Grades-Select term
². PipelineMT>Registration & Student Records>Academic Records>Academic Appeals (ONLY after TWO BUSINESS DAYS, if there is no entry for the summer/fall term displayed in PipelineMT, email records@mtsu.edu.

- If you plagiarize your academic appeal, the appeal will be denied and you will be reported to Judicial Affairs.
- To request a personal interview, you must be present and sign-in by 9:00 a.m. on Wednesday, May 16, 2018, in the Business & Aerospace Building, 3rd floor outside BAS S328. A personal interview is not required. If you choose not to be interviewed, your appeal will be determined the same day based upon your submitted appeal packet. If you request a personal interview bring your MT One Stop stamped appeal, copy of email receipt to records@mtsu.edu, or fax success with you as proof of date/time you submitted your appeal.
- If you need to change your major, you must meet with the appropriate college advisor in time for them to submit a change of major request no later than 4:00 p.m. Monday, May 14, 2018. You will NOT be allowed to switch your major and interview with a different college while at the appeal committee.
- The decision of the Academic Appeals Committee is FINAL and only valid for the term appealed. The committee’s decision cannot be overturned. There is no higher appeal.
- You will receive an e-mail when the results can be viewed in PipelineMT by the morning of Thursday, May 17, 2018. Registration restrictions for students who were readmitted will be removed by Thursday, May 17, 2018.
- If you were not enrolled Spring 2018 and your academic appeal is approved, you will need to complete a re-enrollment form online.
- If you are readmitted, this committee might impose conditions such as limiting your enrollment to 8 or 14 credit hours for the term and/or requiring you to see the College Advisor.
- Readmission by the Academic Appeals Committee does not imply reinstatement of financial aid, if applicable. There is a separate appeal process and deadline for financial aid if you were also suspended from aid. Check the Financial Aid website for more details.
- Please be aware that if we become aware of an incident of sexual harassment or sexual violence at MTSU based on the contents of an appeal, we are responsible for reporting it to the appropriate authorities. Visit MTSU’s [Title IX website](https://www.mtsu.edu/title-ix/) for more information about Campus Sexual Violence Elimination (SaVE) Act.
## Location of Academic Appeals Committee Meetings by College

**SIGN-IN AT TABLE OUTSIDE BAS S328 BY 9:00 A.M.**

<table>
<thead>
<tr>
<th>College</th>
<th>Meeting Location</th>
<th>Majors in these Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic &amp; Applied Science</td>
<td>BAS S302</td>
<td>BIOL, CHEM, MATH, PHYS</td>
</tr>
<tr>
<td>Basic &amp; Applied Science</td>
<td>BAS S304</td>
<td>ABAS, AERO, CIM, CM, CSCI, ENGT, ENVI, GEOS</td>
</tr>
<tr>
<td>Behavioral &amp; Health Science</td>
<td>BAS S315</td>
<td>CJA, HHP, HSC, NURS, PSY, SOWO</td>
</tr>
<tr>
<td>Business</td>
<td>BAS S316</td>
<td>ACTG, BUAD, BUED, ECON/FIN, INFS, MGMT/ENTR, MKT</td>
</tr>
<tr>
<td>Education</td>
<td>BAS S306</td>
<td>EACH, ELED, SPED</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>BAS S334</td>
<td>ART, ENGL, FLL, GSCG, HIST, MUS, ORCO, PHIL, PS, SOC/ANTH, THEA</td>
</tr>
<tr>
<td>Media &amp; Entertainment</td>
<td>BAS S314</td>
<td>Media Arts, JOUR, RIM</td>
</tr>
<tr>
<td>University</td>
<td>BAS S308</td>
<td>Professional Studies, RODP, Liberal Studies, Integrated Studies, Undecided-GenEd</td>
</tr>
</tbody>
</table>

COMPLETE NEXT PAGE
Summer 2018 or Fall 2018
Undergraduate Academic Suspension Appeal Form

The completed packet must be received no later than 4:00 p.m. May 14, 2018.
Submit: in person at the MT One Stop, SSAC 210 or
can scan and email to records@mtsu.edu or fax to 615-898-5538 or
mail to be received by deadline to Registrar’s Office, SSAC 150, 1301 E. Main St, Murfreesboro, TN 37132.
Save your MT One Stop date stamped appeal, email to Records, or fax success.

If you attended another school while on suspension from MTSU, do not complete this form. Re-enroll online.
Attending another school while on suspension does not guarantee re-admission to MTSU.

Name: ____________________________________________________   MTSU ID: M________________
  Last                                      First                                Middle

Number of suspensions received from all colleges attended, including this suspension: _______

Were you enrolled at MTSU during Spring 2018  ___ Yes       ___ No

CHOOSE ONLY ONE. You may appeal at the May 2018 meeting to be readmitted to attend either:

  ____ Summer 2018  (If re-admitted, you must register for Summer 2018, then priority register for Fall.)
  OR
  ____ Fall 2018   (If you appeal for Fall 2018 at the May 2018 meeting and are denied, you cannot re-appeal
                      at the August 2018 meeting.)

This appeal form is for academic suspension from the University only. The decision of the Academic Appeals Committee is FINAL. The committee’s decision cannot be overturned; there is no higher appeal. This is not a Financial Aid appeal. Financial Aid appeals are separate: http://www.mtsu.edu/financial-aid/appeals.php.

You must submit the following items with this completed and signed appeal form as one packet:

  • A statement of those factors that have contributed to your academic difficulties this past semester.
  • Create a plan for improvement if your appeal is granted.
  • Submit documents, if applicable, from medical doctors or others in support of your appeal.

It is recommended you meet with your advisor to review your paperwork prior to submitting by the deadline.

If you plagiarize your academic appeal, the appeal will be denied and you will be reported to Judicial Affairs.

I have read this form and understand that the Academic Appeals Committee’s decision is final.

Student Signature:______________________________________Date:________________________

Middle Tennessee State University, in its educational programs and activities involving students and employees, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran or genetic information.