Undergraduate Academic Appeal Procedure:
Students Appealing for Undergraduate Readmission for Spring 2019

Academic Appeal Forms due: 4:00 p.m. Monday, January 7, 2019, MT One Stop, SSAC 210
Academic Appeals Committee meeting: 9:00 a.m. Wednesday, January 9, 2019, COE Building

It is the student’s responsibility to follow-up and review their appeal form status on PipelineMT to ensure the Undergraduate Academic Appeal Form is received PRIOR to the Monday, January 7, 2019, 4:00 p.m. deadline. See “2” below.

<table>
<thead>
<tr>
<th>Suspension displayed in PipelineMT on:</th>
<th>Appeal form/documentation due:</th>
<th>Receipt of appeal form in PipelineMT:</th>
<th>Appeal Committee Meets:</th>
<th>Results Displayed in PipelineMT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening of December 17, 2018¹</td>
<td>4:00 p.m., January 7, 2019 MT One Stop, SSAC 150</td>
<td>Within 2 business days of receipt²</td>
<td>9:00 a.m. January 9, 2019 COE Bldg.</td>
<td>Upon receipt of e-mail notification. No later than the morning of January 10, 2019²</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 spring term displayed in PipelineMT, email records@mtsu.edu.

- To request a personal interview, you must be present by 9:00 a.m. on Wednesday, January 9, 2019, in the College of Education Building at the appropriate room to sign the roster for an interview. See the back of this page for the specific room for your college committee. A personal interview is not required. If you choose not to be interviewed, your appeal will be determined that same day based upon your paperwork submitted. 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 4:30 p.m. Friday, January 4, 2019. You will NOT be allowed to switch your major and interview with a different college/major 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, January 10, 2019. Registration restrictions for students who were readmitted will be removed by Thursday, January 10, 2019. If readmitted, you will need to schedule an appointment to meet with your advisor.

- If you were not enrolled Fall 2018 and your academic appeal is approved, you will need to complete an Admissions re-enrollment application online.

- If you are approved to return, 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 for more information about Campus Sexual Violence Elimination (SaVE) Act.
### Location of Academic Appeals Committee Meetings by College:

<table>
<thead>
<tr>
<th>College</th>
<th>Meeting Location</th>
<th>Majors/Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic &amp; Applied Science</td>
<td>COE 140</td>
<td>BIO/FRSC, BIOC/CHEM/SCI, MATH, PHYS</td>
</tr>
<tr>
<td>Basic &amp; Applied Science</td>
<td>COE 141</td>
<td>AERO, AGBS/ANSC/FESC/PLSO, CIM/CM, COSC, ENGT/EST/MEEN, ENV, GEOS</td>
</tr>
<tr>
<td>Behav &amp; Health Sciences</td>
<td>COE 142</td>
<td>ATTR, CPH, CJA, ESCI, FACO/TEME, INDE, LSTS, NUFO, NURS, PHED, PSY/INPS, SLPA, SOWO</td>
</tr>
<tr>
<td>Business</td>
<td>COE 144</td>
<td>ACTG, BUAD, BUED, ECON/FIN, INFS, MGMT/ENTR, MKT</td>
</tr>
<tr>
<td>Education</td>
<td>COE 145</td>
<td>EACH, ELED, INTR, SPED</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>COE 146</td>
<td>AFRS, ART, DANC, ENGL, FOLA, GSHG, HIST, MUS, ORCO, PHIL, POSC/INRE, REST, SOC/ANTH, THE</td>
</tr>
<tr>
<td>Media &amp; Entertainment</td>
<td>COE 148</td>
<td>AUPR, ANI, INME, JOUR, MEDE, REIN, VFP</td>
</tr>
<tr>
<td>University</td>
<td>COE 149</td>
<td>PRST, LIST, INST, TN eCampus, Undecided-GenEd</td>
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Spring 2019
Undergraduate Academic Suspension Appeal Form

Your complete appeal packet must be received no later than 4:00 p.m. January 7, 2019.

Submit: in person at the MT One Stop, SSAC 210 or 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. You must re-apply online. Attending another school while on suspension does not guarantee re-admission to MTSU.

Name: ____________________________________________ MTSU ID: M__________

Last First Middle

Have you enrolled at another institution while serving your suspension from MTSU?

____ No
____ Yes (You are not eligible to submit this academic appeal.)

This appeal form is only for review of your academic suspension from the university. 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 your most recent 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 college advisor to review your paperwork prior to submission 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 the Undergraduate Academic Appeal Procedures on page one and this appeal form. By signing my appeal, I understand and accept that the Academic Appeals Committee’s decision is final. The decision cannot be overturned and there is no higher appeal.

Student Signature: __________________________________________ Date: ________________________

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