

# School of Business

## THE GEORGE WASHINGTON UNIVERSITY

### UNDERGRADUATE ACADEMIC SUSPENSION: APPEAL PROCEDURES

Undergraduate students who are suspended from The George Washington University School of Business are given the option to appeal the decision. **The completed suspension appeal request must be received by the GWSB Undergraduate Advising Center by the deadline listed in your suspension notice.** You may submit this appeal request in person, via email, or US Postal Service. You are also welcome to talk with a GWSB academic advisor, if you wish.

#### Appeal Procedures:

- Complete the [Undergraduate Academic Suspension Appeal Form](#).
- **Section One: Academic Plan.** Create an academic plan for the next two semesters. Make sure you have met all prerequisites for all courses listed on this plan. Do not include courses in a sequence for which you do not have the required grade. If you are enrolled in the Summer 1 term, you may remain in your courses, however, your grades will not be considered in your appeal.
- **Section Two: Personal Statement.** You must submit a clear and brief personal statement stating the nature of the problem(s) in the semesters that led to your academic suspension. Explain how you addressed the problem so that it no longer affects your academic performance. Your appeal:
  - Must be typed, double-spaced, and no more than two pages. Be sure to include your name and GWID.
  - Must include a sufficient explanation, which supports your request to remain a student at The George Washington University.
  - Include substantive supporting documentation.
  - Submit this form and statement to The GWSB Undergraduate Advising Center by the deadline listed in your academic suspension letter.
- **Check your GW email regularly.** You will be notified via email as soon as the Academic Success Committee makes a decision. Note: submitting an appeal **does not** guarantee approval and alternate plans should be made in case your appeal is denied. Furthermore, a student who is suspended twice for poor scholarship will not be readmitted to the university.
  - **If your appeal is approved,** you will be on academic probation and will be required to schedule a meeting with the [Assistant Director of Academic Advising Operations, Cait Shannon](#), within the first two weeks of the semester to discuss next steps.
  - **If your appeal is denied,** it is recommended that you contact a GWSB academic advisor to discuss other options and plans. Additionally, you must do the following:
- If you choose not to appeal the suspension, yet you have already registered for courses in future terms, please be sure to drop those courses to avoid any tuition/fee charges before the first day of class. The academic calendar is available [online](#).
  - If you have already registered for courses in future semesters, please be sure to drop those courses prior to the start of the semester to avoid any [tuition/fee charges](#). It is your responsibility to ensure you are no longer enrolled in classes; your classes will not be dropped automatically.
  - Resolve any outstanding logistical issues that you may have with the [Office of Housing](#).
  - Contact the [Office of Student Financial Assistance](#) to determine how your suspension impacts any financial aid.
  - If you have made payments to GW for future terms, please contact the [Office of Student Accounts](#) to discuss the possibility of a refund request.
  - If you are an athlete, contact the [Athletics Department](#).
  - If you are an international student, contact the [International Services Office](#) immediately.
  - If you received a grade of [Incomplete](#) in any course, you should arrange to finish the outstanding requirements with those professors as soon as possible. All *Incomplete* grades become failing grades after one semester, regardless of your enrollment status at GW.