

UNDERGRADUATE ACADEMIC SUSPENSION APPEAL FORM
School of Business – Undergraduate Advising Center

Complete and submit this appeal to the GWSB Undergraduate Advising Center NO LATER THAN the deadline stated in your academic suspension letter. You **must complete sections 1 and 2** of this form to be considered for an appeal.

Name: _____ GWID: _____

GW E-mail Address: _____ Cell/Home Phone: _____

Mailing Address: _____

Current Degree: BAcy BBA BS Current Concentration(s)/Major(s): _____

Proposed Degree: BAcy BBA BS Proposed Concentration(s)/Major(s): _____

Proposed Semester of Return: Fall _____ Spring _____ Expected Graduation Date: _____

SECTION 1: ACADEMIC PLAN

Provide your 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.

Semester:	Credits
Total Credits	

Semester:	Credits
Total Credits	

SECTION 2: PERSONAL STATEMENT

You must attach 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. Provide substantive supporting documentation.

Your statement must be typed, double spaced, and no more than two pages. Be sure to include your name and GWID. Submit this form and statement to The GWSB Undergraduate Advising Center by the deadline listed in your academic suspension letter. You will be notified of the decision via email before classes begin.

SECTION 3: GWSB DECISION

Appeal Approved/Semester of Return (on academic probation):

Appeal Denied

Signature/Date: _____

On behalf of the Academic Review Committee