Learning of your academic suspension can create feelings of apprehension and uncertainty, especially if you don't know what to do next. This resource guide is intended to help you navigate the academic suspension appeals process and give you the tools you need to prepare a thorough and thoughtful appeal.

If at any time you are unsure of the process, you may reach out to our office for assistance.

Academic Services–Office of the Registrar
207 E. Fifth Street
Greenville, NC 27858
252-328-6077 (Office)
252-328-1505 (Fax)
CAS@ecu.edu

Student Academic Appeals
1. LETTER OF APPEAL & SUPPORTING DOCUMENTATION

- Describe any extenuating circumstances and their impact on academic performance.
- Reflect and share how you responded to the situation(s).
  - What resources did you utilize, both on and off campus?
  - Did you maintain communication with your advisor during this time?
- Include documentation to substantiate your extenuating circumstances.

2. PLAN FOR SUCCESS

- Create a plan for future academic success.
  - How have you resolved the challenges you have faced?
  - What new study habits/routines will you incorporate?
  - Do you understand what is necessary to restore good academic standing?
  - What specific courses might facilitate your success?

3. HAVE A PLAN B

An approved appeal is not guaranteed, so it is best to have an alternative plan in place.

- Seek treatment for any health, mental health, or substance abuse issues.
- Complete courses at other institutions (if you choose to do this, please be sure to familiarize yourself with the readmission policies).
- Consider employment opportunities and volunteer service.

4. BE ORGANIZED & PRACTICE PATIENCE

- Be sure to proofread your appeal thoroughly before submitting.
- Keep a copy of your appeal submission, which includes your Letter of Appeal, Plan for Success, and all Supporting Documentation.
- Notification of the committee’s decision will be emailed to you within 24 hours of the meeting.

**Please note that a Financial Aid Satisfactory Academic Progress Appeal (SAP) is a separate appeal done through the Financial Aid Office. More information can be found on the Financial Aid website:**

[Financial Aid SAP Policy](#)
WRITING YOUR LETTER OF APPEAL

The letter of appeal is your only opportunity to fully explain your particular situation and the extenuating circumstances that have led to your academic difficulty.

FORMAT

Your letter of appeal should be a formal, typed, professional letter to include the following:

- Current date
- Professional greeting
- Subject line and body
- Complimentary closing
- Signature

Basic sample letter templates can be found in Microsoft Word.

CONTENT

- Keep it brief. Explain your circumstances concisely and only include details that are relevant to your appeal. Include dates, as appropriate.
- What have you learned from the circumstances that have led you to this point? Detail the steps you’ve taken to resolve these issues.
- Proofread your letter for grammatical errors and misspellings.
The Plan for Success includes your goals for future academic success and personal wellness, while also demonstrating your understanding of the actions necessary to restore good academic standing.

**FORMAT**

- Your Plan for Success should be typed and no more than two pages in length.
- Use the format that best suits you (paragraph, bulleted list, chart) as long as it effectively outlines your goals and plan.

**CONTENT**

- Be specific. Include goals that are attainable, relevant to your situation, and time-based.
- Develop a tentative course schedule. How will these courses assist you in reaching your academic goals? It may be helpful to consult with your academic advisor when creating your course schedule.
- Have you developed new study habits? What campus resources will you use? What specific steps have you taken to resolve any extenuating circumstances?
SUPPORTING DOCUMENTATION

Appeal submissions that lack supporting documentation are less likely to be approved. Be sure to redact sensitive information, as appropriate (i.e. social security number, medical record number, banking information).

ACADEMIC

- All relevant email communication with advisor, course instructor, or TA who can attest to your use of office hours or other academic resources.
- Official transcript that confirms recent grades for courses taken at other institutions.

PHYSICAL/MENTAL HEALTH

- Letter from doctor/mental health provider that details treatment received and shows support of continued enrollment.
- Appointment history/medical records (**Please note that a letter from the physician is preferred**).
- Copy of psychoeducational evaluations (i.e. ADHD, testing anxiety).
- Copy of obituary if you experienced the loss of a loved one.

EMPLOYMENT/FINANCIAL

- Letter of support from employer that contains work schedule and hours worked.
- Deployment information (for military-affiliated students).
- Apartment/leasing contracts.
- Relevant financial statements (please redact social security number, account numbers).
- Police reports or court documents, as appropriate.
- Photos of damage incurred in instances of natural disaster, car accident, etc.
The Student Academic Appellate Committee (SAAC) evaluates each appeal on both content and the quality of the information presented in the Letter of Appeal, Plan for Success, and Supporting Documentation. Items taken into consideration include the following:

- Appropriate documentation to support circumstances cited in the Letter of Appeal.
- Resolution of issues that led to current academic standing.
- Completion of previous academic interventions.
- Engagement with resources and support, both on and off campus.
- Specific and realistic Plan for Success.
- Demonstrated academic improvement.
- Review of current ECU transcript.

Please keep in mind that both content and quality inform the committee’s decision. These two are not mutually exclusive. The decision of the committee is final.
HOW TO SUBMIT YOUR APPEAL

- Complete the Student Academic Appellate Committee Appeal Form.
- Email your Letter of Appeal, Plan for Success, and Supporting Documentation to CAS@ecu.edu.
- Please note the appeal submission deadline, as appeals received after this date cannot be accepted or reviewed.
- Students are not permitted to attend the appeals meeting.

AFTER THE MEETING

- Notification of the committee’s decision will be emailed to you within 24 hours of the meeting.
- The decision of the committee is final.
- If your appeal is not approved, you must apply for readmission for the next term in which you desire to attend. Please visit the Undergraduate Admissions website for readmission information.

Still have questions? Contact us at 252-328-6077 or CAS@ecu.edu.