

Academic Suspension Appeal Letter

Your letter should be emailed to studentaffairs@carrollcc.edu and the subject should indicate that you are appealing your suspension. Please include your name, preferred phone number and email address in the appeal. Once you submit your request the advising office will be in contact with you to set up a time to discuss your appeal. **Your appeal needs to be emailed no later than two weeks before the start of class.**

In order to fully consider your appeal, the appeals committee requires you address the following in your appeal.

- Please describe any circumstances in your life that have impacted your ability to be academically successful.
- Please describe how you managed these circumstances including what was in your control and what was not in your control.
- Identify specifically how the circumstances and your choices impacted your final academic outcome.
- How have your circumstances changed and why do you feel ready to return to Carroll Community College.
- Indicate how many classes you are considering taking and how those classes fit with your educational goals.
- Identify the resources you used previously at Carroll Community College and what resources you will utilize at Carroll Community College should you find yourself in academic distress again.
- Please list all your consistent outside time commitments and how many hours a week you do them

This letter should be written by you, and address the specifics of your situation.

If you have completed any certifications or additional education since your last semester at Carroll, please submit a copy of your transcript(s) for review.