Undergraduate Academic Appeal Procedure: Students Appealing for Undergraduate Readmission for Summer/Fall 2015

**THIS IS NOT A FINANCIAL AID APPEAL**
Go to [www.mtsu.edu/financialaid/SAPAppeal.php](http://www.mtsu.edu/financialaid/SAPAppeal.php) for more info on Financial Aid Appeals

Undergraduate Academic Appeal Forms due: 4:00 pm Monday, May 18, 2015, MT One Stop, SSAC 210

**Academic Appeals Committee meeting: 9:00 am Wednesday, May 20, 2015, BAS Building**
- It is the student’s responsibility to follow-up to ensure the Undergraduate Academic Appeal Form is received PRIOR to the May 18, 2015, 4:00 p.m. deadline.³

<table>
<thead>
<tr>
<th>Academic Suspension</th>
<th>Appeal form/documentation due:</th>
<th>Confirmation of receipt of appeal form viewed in RaiderNet:</th>
<th>Appeal Committee Meets:</th>
<th>Results Displayed in RaiderNet:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12, 2015¹</td>
<td>4:00 p.m. May 18, 2015 MT One Stop, SSAC 210²</td>
<td>Within 2 business days of receipt³</td>
<td>9:00 a.m. May 20, 2015 Business &amp; Aerospace Bldg⁴</td>
<td>Upon receipt of e-mail notification on May 21, 2015¹</td>
</tr>
</tbody>
</table>

| Financial Aid Suspension (not Scholarship) | 1 to 2 business days after grades are due (May 11, 2015)⁵ | If appealing for Summer 2015, turn in to MT One Stop, SSAC 210, by May 18, 2015. If appealing for Fall 2015, turn in to MT One Stop, SSAC 210, by June 11, 2015 | Within 2-3 business days of receipt⁶ | Throughout the year |

³ RaiderNet>Student>Student Records>Final Grades-Select term
² Mail to be received by deadline to: MTSU, Registrar’s Office, SSAC 150, 1301 East Main Street, Murfreesboro, TN 37132
Scan and e-mail by deadline to: records@mtsu.edu
Fax by deadline to: Registrar’s Office at 615-898-5538 or 615-904-8313 (be sure you keep completed fax transmittal receipt)
⁴ RaiderNet>Student>Registration>Select Term>Academic Appeals (if there is no entry for the correct term displayed in RaiderNet after 2 business days, call 615-898-5690 or 898-5926)
⁵ See back page for room numbers for each college
⁶ RaiderNet>Financial Aid>Eligibility>Select Aid Year>Academic Progress
⁷ RaiderNet>Financial Aid>Eligibility>Select Aid Year>Student Requirements

Students on academic suspension who wish to return to MTSU for the Fall 2015 semester are encouraged to submit an academic appeal in May 2015. At the May 2015 Academic Appeals Committee meeting, students may appeal to return for the Summer 2015 or Fall 2015 term.

***Please keep in mind that, if you wait until August 2015 to appeal to return in Fall 2015 and your appeal is approved, there will be significantly less courses open for registration.***

- To request a personal interview, you must be present at 9:00 a.m. on Wednesday, May 20, 2015, in the Business & Aerospace 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 the written form submitted.
- 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.

---continued on next page---
• You will receive an e-mail when the results can be viewed in RaiderNet on Thursday, May 21, 2015. Registration restrictions for students who were readmitted will be removed during the latter part of the day on Thursday, May 21, 2015.

• If you were not enrolled in Spring 2015 and your academic appeal is approved, you will need to complete a re-enrollment form online or at the MT One Stop, SSAC 210.

• If you are re-admitted, 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 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.

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**Location of Academic Appeals Committee Meetings by College:**

<table>
<thead>
<tr>
<th>College</th>
<th>Majors in these Colleges</th>
<th>Meeting Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic &amp; Applied Science</td>
<td>BIOL/FRSC, BIOC/CHEM/SCI, MATH, PHYS</td>
<td>BAS S314</td>
</tr>
<tr>
<td>Basic &amp; Applied Science</td>
<td>ABAS, AERO, CIM, CM, CSCI, ENGT, ENVI, GEOS</td>
<td>BAS S315</td>
</tr>
<tr>
<td>Behavioral &amp; Health Science</td>
<td>CJA, HHP, HSC, NURS, PSY, SLPA, SOWO</td>
<td>BAS S343</td>
</tr>
<tr>
<td>Business</td>
<td>ACTG, BCEN, INFS, ECON/FIN, MGMT/MKT/BUAD</td>
<td>BAS S302</td>
</tr>
<tr>
<td>Education</td>
<td>EACH, ELED, SPED</td>
<td>BAS S338</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>ART, ENGL, FLL, GSCG, HIST, MUS, ORCO, PHIL, PS, SOC/ANTH, THEA</td>
<td>BAS S332</td>
</tr>
<tr>
<td>Mass Communication</td>
<td>EMC, JOUR, RIM</td>
<td>BAS S336</td>
</tr>
<tr>
<td>University</td>
<td>Professional Studies/RODP/Liberal Studies/Integrated Studies/Undecided</td>
<td>BAS S305</td>
</tr>
</tbody>
</table>
Summer/Fall 2015
Undergraduate Academic Suspension Appeal Form

The completed form must be received no later than 4:00 p.m. on May 18, 2015.
Submit: in person at the MT One Stop, SSAC 210;
scan and e-mail to records@mtsu.edu;
fax to 615-898-5538 or 615-904-8313;
mail to MTSU, Registrar’s Office, SSAC 150, 1301 East Main Street, Murfreesboro, TN 37132.

If you attended another school while on suspension from MTSU, do not complete this form. Re-enroll at the MT One Stop. Attending another school while on suspension does not guarantee re-admission to MTSU.

Name______________________________________ MTSU ID: M________
__________________________ Middle
Last First

MTSU e-mail for notification when decision posted in RaiderNet: ________________@mtmail.mtsu.edu

Number of suspensions received from all colleges attended, including this suspension: _________________

Were you enrolled at MTSU during Spring 2015? ___ Yes ___ No

CHOOSE ONE. You can appeal at the May 2015 meeting to be re-admitted to attend either:

_______ Summer 2015 (if re-admitted, you must register for Summer, then priority register for Fall)
   (if re-admitted but you don’t attend Summer, you must re-appeal in August for Fall)
   or

_______ Fall 2015

This appeal form is for academic suspension only. This is not a Financial Aid appeal.

The decision of the Academic Appeals Committee is FINAL. The committee’s decision cannot be overturned; there is no higher appeal.

State those factors that have contributed to your academic difficulties this past semester. Describe your plans for improvement if your appeal is granted. Copies of documentation in support of your appeal should be attached to this form.

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_________________________________________________________________________________________
_________________________________________________________________________________________

I have read this form and understand that the Academic Appeals Committee’s decision is final.

Student Signature: ____________________________ Date: ____________________

Middle Tennessee State University, in its educational programs and activities involving students and employees, does not discriminate on the basis of race, color, national origin, sex, religion, or age. Furthermore, the university does not discriminate against veterans or individuals with disabilities.