

UNDERGRADUATE ACADEMIC APPEAL PROCEDURE & INFORMATION

Suspended Students Appealing for Early Reinstatement for **Summer or Fall 2024**

Academic Appeal Submission Deadline is 4:00 p.m. Monday, May 13, 2024

Each Submitted Appeal Must Include:

- The completed **appeal form** submitted either online (recommended) or in person.
- A **statement** of the factors that contributed to your academic difficulties in your most recent semester.
- A plan for **academic improvement** you would follow if your appeal is granted.
- **Other documentation**, if applicable, from third parties in support of your appeal may be included.

Submit your Academic Appeal Form Online – [CLICK HERE](#) (Recommended)

or

Complete the Summer/Fall 2024 paper appeal form available at the MT One Stop Front Desk and submit it together with the required (1) appeal statement and (2) plan for academic improvement in person to the MT One Stop by the May 13, 4:00 p.m. deadline.

IT IS EXPECTED THAT YOU READ THE FOLLOWING PROVIDED INFORMATION:

- If you attended another school while on suspension from MTSU, you are not eligible to submit an academic appeal but must submit a re-admit application and meet current undergraduate admissions standards.
- **To request a personal interview, be present by 9:00 a.m. on Wednesday, May 15, 2024**, at the appropriate College of Education room to sign the roster for an interview. See page 2 for the specific room assigned to your college committee. A personal interview is not required. If you choose not to appear for a personal interview, your appeal packet will be reviewed and a decision made on May 15. **All students must submit the appeal form first by May 13 to be eligible to appear in person before the committee.**
- If you need to change your major you must contact the appropriate college advisor in time for them to submit a *Change of Major* form no later than **4:30 p.m. Friday, May 10**. Your appeal will be reviewed by the college academic appeal committee members based on your official major.
- 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.
- If you appeal at the May meeting for the Fall 2024 semester and are denied, you cannot appeal again for Fall 2024 at the August meeting. If readmitted for Summer 2024 but you do not attend, you must appeal again at the August meeting for Fall 2024 if you wish to attend that semester.
- You will receive an e-mail when the results can be viewed in PipelineMT. Registration restrictions for students who were readmitted will be removed by the morning of Thursday, May 16. If readmitted, you should schedule an appointment with your advisor to discuss appropriate course selection.
- If you were not enrolled in Spring 2024 and your academic appeal is approved, you will need to complete an Admissions **re-enrollment** application online.
- If you are approved to return, this committee might impose conditions such as limiting your enrollment to 4, 8, or 14 credit hours for the term and/or requiring you to meet with your college advisor.
- Readmission by the Academic Appeals Committee does not imply reinstatement of financial aid, if applicable. There is a separate appeal process and deadline for financial aid if your aid has been suspended. Check the Financial Aid [webpage](#) 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.

It is the student's responsibility to follow-up and verify their appeal was received by verifying an appeal entry has been made in PipelineMT **PRIOR to the Monday, May 13, 2024, 4:00 p.m. deadline**. It is highly recommended that all students who wish to appeal their academic suspension choose the secure online submission option.

	Suspension displayed in PipelineMT on:	Appeal form and documentation due:	Receipt of appeal in PipelineMT:	Appeal Committee Review:	Results Displayed in PipelineMT:
Academic Suspension	Evening of May 6, 2024 (email sent to MTSU address)	May 13, 2024, 4:00 p.m. using secure online link or submitted in person to MT One Stop	Within 1 business day of submission ²	May 15, 2024	E-mail notification sent no later than the morning of May 16, 2024

1. PipelineMT > Registration & Student Records > Academic Records > Final Grades-Select term
2. PipelineMT > Registration & Student Records > Academic Records > Academic Appeals (**after ONE BUSINESS DAY**, if there is no entry for Summer or Fall 2024 term displayed in PipelineMT, email records@mtsu.edu.

Location of Academic Appeals Committee Meetings by College/Major Department:
Academic Appeal Committee Meets Wednesday, May 15 at 9:00 a.m.

College	Meeting Location	Majors/Departments
Basic & Applied Sciences (1)	COE 140	Biology, Forensic Science, Biochemistry, Chemistry, Science, Mathematics, Physics
Basic & Applied Sciences (2)	COE 141	Aerospace, Agribusiness, Animal Science, Fermentation Science, Plant and Soil Science, Concrete Industry, Construction Management, Computer Science, Engineering Technology, Mechatronics, Environmental Science, Geoscience
Behavioral & Health Sciences	COE 142	Athletic Training, Community and Public Health, Criminal Justice, Exercise Science, Human Sciences, Leisure and Tourism Studies, Nursing, Physical Education, Psychology, Speech-Language Pathology, Social Work
Business	COE 145	Accounting, Business Administration, Business Education, Commerce, Cybersecurity Management, Economics, Entrepreneurship, Finance, Information Systems, Management, Marketing
Education	COE 146	Early Childhood Education, Elementary Education, Special Education (<i>those with Secondary Education minors meet with the department of their major</i>)
Liberal Arts	COE 148	Africana Studies, Art, Dance, English, World Languages, Global Studies and Human Geography, History, Music, Communication Studies, Philosophy, Political Science and International Relations, Religious Studies, Sociology, Anthropology, Theatre
Media & Entertainment	COE 149	Advertising/Public Relations, Animation, Audio Production, Interdisciplinary Media, Journalism, Media and Entertainment, Photography, Recording Industry, Video and Film Production
University College	COE 153	Applied Leadership, Integrated Studies, Professional Studies, Undecided