Undergraduate Academic Appeal Procedure:  
Students Appealing for Undergraduate Readmission for **SUMMER or FALL 2021**

**Academic Appeal Packet Deadline:** 4:00 p.m. Monday, MAY 17, 2021

It is the student’s responsibility to follow-up and verify their appeal packet was received by verifying an appeal entry has been made in PipelineMT entry PRIOR to the Monday, MAY 17, 2021, 4:00 p.m. deadline. See “2” below.

<table>
<thead>
<tr>
<th>Academic Suspension</th>
<th>Suspension displayed in PipelineMT on:</th>
<th>Appeal form and documentation due:</th>
<th>Receipt of appeal form in PipelineMT:</th>
<th>Appeal Committee Review:</th>
<th>Results Displayed in PipelineMT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring enrolled: Evening of May 10, 2021 (E-mail sent to MTSU email)</td>
<td>4:00 p.m. May 17, 2021; In person MT One Stop emailed to <a href="mailto:records@mtsu.edu">records@mtsu.edu</a> or faxed: 615-898-5538</td>
<td>Within 2 business days of receipt</td>
<td>May 19, 2021</td>
<td>Upon receipt of e-mail notification. No later than the morning of May 20, 2021</td>
<td></td>
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</tbody>
</table>

1. PipelineMT > Registration & Student Records > Academic Records > Final Grades-Select term

2. **PipelineMT > Registration & Student Records > Academic Records > Academic Appeals (ONLY after TWO BUSINESS DAYS)**, if there is no entry for the summer or fall term displayed in PipelineMT, email records@mtsu.edu.

- Committee members will carefully review each submitted academic appeal packet on May 19 to determine if an academic appeal should be approved.

- 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 14**. 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.

- 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 20. If readmitted, you should schedule an appointment with your advisor to discuss appropriate course selection.

- If you were not enrolled Spring 2021 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 you have been suspended from aid.** 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.

COMPLETE NEXT PAGE
SUMMER OR FALL 2021
Undergraduate Academic Suspension Appeal Form

Your complete appeal packet must be received no later than 4:00 p.m. May 17, 2021.

Submit your complete packet together: in person at the MT One Stop, SSAC 210 or scan and email to records@mtsu.edu or fax to 615-898-5538 prior to the deadline.

Save your MT One Stop date stamped appeal, email to Records, or fax success.

If you attended another school while on suspension from MTSU, do not complete this form**. You must re-apply online. Attending another school while on suspension does not guarantee re-admission to MTSU.

Name: ___________________________________________ MTSU ID: M____________

Last                                      First                                      MI

Have you enrolled at another institution while serving your suspension from MTSU?

___ No

___ Yes, you are not eligible to submit this academic appeal. You must submit a re-admit application and meet admissions standards.

CHOOSE ONLY ONE. You may appeal in May to be readmitted to attend either summer or fall.

_____ Summer 2021 (If re-admitted, you must register for Summer 2021 and priority register for Fall 2021.)
(If re-admitted but you don’t attend summer, you must re-appeal in August for Fall 2021.)

OR

_____ Fall 2021 (If you appeal for Fall 2021 at the May 2021 meeting and are denied, you cannot re-appeal at the August 2021 meeting.)

You must submit the following items with this completed and signed appeal form together as one packet:

➢ A statement of those factors that have contributed to your academic difficulties your most recent semester.
➢ Create a plan for academic improvement you plan to follow, if your appeal is granted.
➢ Submit documentation, if applicable, from medical doctors or others in support of your appeal.

Committee members will review your submitted academic appeal packet. It is recommended you schedule an appointment with your college advisor to review your paperwork prior to submission by the deadline.

If you plagiarize your academic appeal, the appeal will be denied and you will be reported to Judicial Affairs.

I have completely read the Undergraduate Academic Appeal Procedures on page 1 and this appeal form. By signing my appeal, I understand and accept that the Academic Appeals Committee’s decision is final. The decision cannot be overturned and there is no higher appeal.

Student Signature: ___________________________________________ Date: ________________________

Middle Tennessee State University nondiscrimination policy: www.mtsu.edu/policies/governance-and-compliance/025.php