

APPEAL FROM SUSPENSION OR DISMISSAL

The University of Tennessee at Chattanooga
The Records Office, Dept. 5155, 109 Race Hall
615 McCallie Avenue
Chattanooga, TN 37403

Name _____

UTCID _____

Major _____

UTC E-Mail _____

INSTRUCTIONS

Appeals may be made to the Undergraduate Petitions Committee if you feel that extenuating circumstances were responsible for your poor academic achievement and you are seeking reentry before the suspension or dismissal period expires.

APPEALS MUST BE SUBMITTED NO LATER THAN ONE WEEK PRIOR TO THE BEGINNING OF CLASSES FOR FALL AND SPRING SEMESTERS AND EACH SUMMER TERM

- Complete Appeal from Suspension or Dismissal Form
- Secure signatures from your academic department
- **Submit 3** packets of materials (appeal form, RASheet, supporting documentation, etc.)
- Documentation is an important component of your petition; you should attach evidence which supports your request for an exception to the Suspension/Dismissal Policy.
- Petitions that do not contain the required information may be returned for additional information and/or documentation resulting in the appeal not being heard in a timely manner.
- Any appeal will be limited to the materials presented to the Petitions Committee and will be heard on the basis of the materials presented.
- **The decision of the Committee will be sent to your UTC E-mail account.**

SIGNATURES:

I have reviewed the petition for the above student in making my decision

Advisor _____ Date _____

CHECK ONE

Support

No Support

Department Head: Student's Major _____ Date _____

Support

No Support

Comments: _____

Action Taken: Approved _____ Denied _____

Comments: _____

Committee Chair

Date

What circumstances have negatively affected your academic progress? (Keep in mind that suspension or dismissal is not the result of poor performance in one semester alone, but is based on your cumulative records). Please provide appropriate documentation to support your statements.

How have your circumstances changed so that you will not re-experience similar difficulties or what **specific** steps have you taken to ensure that you will regain and maintain academic eligibility if you are allowed to enroll in classes?

If readmitted, do you plan to have a job? ____ Yes ____ No If you plan to work, how many hours per week will your job require? _____

Please list the courses you would like to take in the term for which you have applied to be readmitted.

Please provide any information not already included which you feel would be helpful to the members of the Petitions Committee in reviewing your request for readmission.

I hereby release personal education records for the use of members of the Petitions Committee, which includes faculty, administrators and students.

Student's Signature

Date