UNDERGRADUATE ACADEMIC APPEAL PROCEDURE & INFORMATION

Suspension Students Appealing for Early Reinstatement for FALL 2022

Academic Appeal Submission Deadline is 4:00 p.m. Monday, August 15, 2022

In accordance to IT policies to protect your personal information, we do not accept appeals received by email or fax.

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 Appeal Online – Click Here (Recommended)
or
Complete the Fall 2022 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 August 15th, 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, August 17, 2022, 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 August 17.

▪ 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, August 12. 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 previously submitted an appeal at the May 2022 meeting for Fall 2022 and were denied, you cannot appeal again at the August 2022 meeting.

▪ 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, August 18. If readmitted, you should schedule an appointment with your advisor to discuss appropriate course selection.

▪ If you were not enrolled in Spring 2022 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 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.

SEE PAGE TWO
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, August 15, 2022, 4:00 p.m. deadline.** See “2” below. It is highly recommended that all students who wish to appeal their academic suspension choose the secure online submission option.

<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 in PipelineMT:</th>
<th>Appeal Committee Review:</th>
<th>Results Displayed in PipelineMT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students enrolled in Summer 2022: Evening of <strong>August 8, 2022</strong>¹</td>
<td><strong>4:00 p.m. August 15, 2022</strong> Using secure online link or submitted in person to MT One Stop</td>
<td>Within 1 business day of submission²</td>
<td><strong>August 17, 2022</strong></td>
<td>E-mail notification sent no later than the morning of <strong>August 18, 2022</strong></td>
<td></td>
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</table>

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 Fall 2022 term displayed in PipelineMT, email **records@mtsu.edu.**

**Location of Academic Appeals Committee Meetings by College/Major Department:**

**Academic Appeal Committee Meets: Wednesday, August 17 at 9:00 a.m.**

<table>
<thead>
<tr>
<th>College</th>
<th>Meeting Location</th>
<th>Majors/Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic &amp; Applied Sciences (1)</td>
<td>COE 140</td>
<td>BIO/FRSC, BIOC/CHEM/SCI, MATH, PHYS</td>
</tr>
<tr>
<td>Basic &amp; Applied Sciences (2)</td>
<td>COE 141</td>
<td>AERO, AGBS/ANSC/FESC/PLSO, CIM/CM, COSC, ENGT/EST/MEEN, ENVI, GEOS</td>
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<tr>
<td>Behavioral &amp; Health Sciences</td>
<td>COE 145</td>
<td>ATTR, CPH, CJA, ESCI, FACO/TEME, INDE, LSTS, NUFO, NURS, PHED, PSY/INPS, SLPA, SOWO</td>
</tr>
<tr>
<td>Business</td>
<td>COE 146</td>
<td>ACTG, BUAD, BUED, ECON/FIN, INFS, MGMT/ENTR, MKT</td>
</tr>
<tr>
<td>Education</td>
<td>COE 107</td>
<td>EACH, ELED, SPED</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>COE 148</td>
<td>AFRS, ART, DANC, ENGL, FOLA, GSHG, HIST, MUS, ORCO, PHIL, POSC/INRE, REST, SOC/ANTH, THE</td>
</tr>
<tr>
<td>Media &amp; Entertainment</td>
<td>COE 149</td>
<td>AUPR, ANI, INME, JOUR, MEDE, REIN, VFP</td>
</tr>
<tr>
<td>University College</td>
<td>COE 142</td>
<td>Integrated Studies, Professional Studies, Undecided–GenEd</td>
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</tbody>
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Middle Tennessee State University  
Nondiscrimination Policy