What is the name of your Completion Coach or Faculty Advisor?

In the past year, how often have you met with your Completion Coach or Faculty Advisor?
- Never
- 1-2 Times
- 3-5 Times
- 6 or More Times

College from which you are suspended:

Last term attended:

Request (re)admission for Fall 2019.

If appeal is granted, how many credit hours would you like to take in the upcoming semester?

If appeal is granted, do you plan to work while attending college?

If yes, how many hours per week?

Provide typed responses to the following questions on a separate page and attach to this completed appeal form.

1. What extenuating or extraordinary circumstances contributed to your lack of academic success? Provide the committee with appropriate documentation about your circumstances.
2. Explain how the circumstances have been resolved allowing you to perform at a satisfactory academic level.
3. What strategies and resources do you plan to use that will help you be academically successful?
4. Why should the Committee grant your appeal and allow you to return to Motlow College the upcoming semester?
5. What additional information do you want the committee to consider in the review of your appeal?

Student Signature: ________________________ Date: ________________________
Include in your request:

1. The Academic Appeal Form (page 1 of this document).
2. Typed responses from page 1.
3. Submit all official transcripts to Admissions and Records. Motlow transcripts will automatically be included with this request. If you are on suspension from a college other than Motlow, be sure to submit an official transcript from that college to the office of Admissions and Records before the deadline. Academic appeals will not be reviewed unless official transcripts are received by the due date.
4. Submit any and all documentation that will best support your claim i.e. medical documentation, obituaries, official documentation, etc.

Mail: Motlow State Community College
      Student Affairs, Dept. 520
      P.O. Box 8500, Lynchburg, TN 37352

Fax: (931) 393-1971

For early appeals Motlow Admissions must receive all appeal documentation by mail or fax no later than Tuesday, June 25, 2019. Appeals are required to be in by 11:59 p.m. All late appeals cannot be guaranteed review after that date.

Second deadline for appeals must be submitted to Motlow Admissions by mail or fax no later than Tuesday, August 13, 2019. Appeals are required to be in by 11:59 p.m. All late appeals cannot be guaranteed review after that date.

To confirm receipt of your appeal submission, contact Admissions at (931) 393-1520.

If you have any questions regarding this process, please call the office of the Dean of Students at (931) 393-1690.