



Date		MSCC A#	
Name		Email	
Address		Cell Phone	
City		Home Phone	
State, Zip		Work Phone	

- 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 **Spring 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? Explain how the circumstances impacted your academic performance and provide 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 following semester?
5. What additional information do you want the committee to consider in the review of your appeal?

Student Signature: _____

Date: _____

OFFICE USE ONLY

_____ Approved _____ Denied Comments/Restrictions: _____

Committee Chairperson: _____

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

Motlow Admissions must receive all appeal documentation by mail or fax no later than, **Friday, January 4, 2019 (no exceptions).**

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.