



Academic Standing Appeal Procedure – Student Appeal Form

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|---|----------------------|
| Student Name: _____ | Student C#: CO _____ |
| Email Address: _____@ivytech.edu | Phone #: _____ |
| Please list the term for which you are requesting reinstatement: Fall _____ Spring _____ Summer _____ | |

According to the Ivy Tech Community College Academic Standing Policy (ASOM 4.31) you have been placed *on academic dismissal*. Academic Dismissal occurs when students in academic monitoring, academic monitoring continued, or academic reinstatement fail to meet a term and cumulative GPA of 2.0 or higher.

You may appeal your academic dismissal status by completing this form and submitting it to your advisor. **This form will not appeal your financial aid termination status.** You will be notified via e-mail of the decision within 14 days of submitting the appeal.

Please initial on the lines below to indicate you understand the potential outcomes of this appeal.

_____ (initial) **If this appeal is approved** you will be placed into academic reinstatement status, allowing you to remain or be re-enrolled in courses. You must maintain a term GPA of at least a 2.0 and meet with your academic advisor at least once per term until you are back in good standing. If you fail to maintain a term GPA of at least a 2.0, you will be academically dismissed and you must appeal again to enroll in a future semester.

_____ (initial) **If this appeal is denied** you will need to sit out for one term (fall or spring) before returning to Ivy Tech Community College. To return, you will need to meet with an Academic Advisor to develop a plan. Once approved to return, you will be placed on academic reinstatement status.

Please complete all the following questions. If you prefer, you may write/type answers on a separate document and attach it to this form.

1. Please explain why you were unable to maintain a grade point average (GPA) at or above a 2.0.

2. What has changed about the situation described in question #1?

3. How do you plan to be successful in the upcoming semester?

4. Select and/or fill in the resources or strategies you intend to use to help you succeed:

Table with 3 columns: Take a lighter load, Form study groups, Use instructor office hours; Schedule meetings with instructor, Tutoring/tutor.com; and an empty row.

By signing below, I confirm that my answers above are true and accurate to the best of my knowledge. Also, I am aware this document will be stored electronically in my permanent academic file. Lastly, I understand that submission of this form is not a guarantee my appeal will be approved.

Student's signature: _____ Date: _____

Office Use Only Advisor: _____ Date: _____
Recommend Reinstatement: Yes ___ No ___ If yes, term to be reinstated: _____
Explanation: _____

Final Determination: Approved ___ Denied ___
Signature: _____ Title: _____ Date: _____
Comments: _____

___ Enrollment Term/Credit Hours Match Approved Plan
___ Banner Status Updated in (SHAINST)
___ 115 Note Added to SPACMNT
___ 117 Note Added to SPACMNT
___ Scanned into BDMS