



How to Appeal an Academic Suspension: Process & Tips

Students who have been academically suspended at the end of their spring semester are allowed to file an appeal in order to request a return for the upcoming summer or fall term, whichever comes first. The Academic Standards Committee (3 person team) will review each essay and the student's file.

Part I: Write an essay (3 page maximum - double spaced preferred)

Students who wish to return to the University of Maine after an academic suspension must submit an essay to the College of Liberal Arts & Sciences. Information about academic standing can be found in our online Undergraduate Catalog (catalog.umaine.edu) Click on the tab for "Academic Standing".

Tips & Guidelines for writing an effective appeal:

- **Offer an opening statement** in which you express your current academic status and GPA, along with which term you wish to return to the University (summer or fall term, whichever comes first).
- **Reflect on your previous academic performance** with factual and specific details. What specifically went wrong and when? How did you handle what happened and who did you work with? Was this semester an outlier for you or has poor academic performance been a pattern? Please take the time to write a thoughtful response.
- **Share what life circumstances occurred this past semester.**
 - Provide pertinent documentation that may speak to the extenuating circumstance(s) for your academic suspension. A medical note from a professional (i.e. Physician, Therapist), letter from a Professor or any other evidential documents highlighting the reason(s) why your grades suffered would be sufficient. Please do not include lengthy medical records.
 - If you do not have such documentation please go into further detail regarding your specific extenuating circumstance(s) which may also speak to why you do not have such documentation.
- **Describe your plan of action for success.** Here you might consider what you will study (i.e. whether you plan to keep your major or explore new options), how many courses you plan to take and what requirements they meet, and, most importantly, which services you will access at the University to ensure your success. Please discuss which courses you need to repeat and if you do not plan to repeat them, the justification(s) for not doing so.
- **Offer a closing statement** and include the best way(s) in which to reach you for further information. This includes your preferred college email address and phone number. Be sure to have your voicemail set up and ready to receive any possible messages from us.

Please note: If your appeal is granted, you will be placed on a year-long academic contract and possibly enrolled into LAS 102, a one-credit academic recovery seminar, which will automatically be added to your schedule.

Part II: Submit your documents

Save and email your essay (in pdf format) to Dawn Closson at dclosson@maine.edu or send a paper copy to the address at the top of this page. For more information call Dawn at 207-581-1952.

Your appeal essay must be received by 4:00pm, Monday, June 11, 2018.

Thank you for writing, in your words, what coming back to the University of Maine means to you.

You will receive all notifications via your @maine.edu account.