

ACADEMIC SUSPENSION APPEAL—COLLEGE OF LIBERAL ARTS

Name: _____ Date: _____

Address: _____

TXST ID #: _____ Phone _____ E-mail _____

Major: _____ Minor: _____

Suspension TXST GPA: _____ 1st, 2nd, 3rd, or 3rd+ Suspension (circle one)

Did you receive financial aid? Yes / No If Yes, which semester(s) _____ (e.g., Sp 12)

INSTRUCTIONS: To appeal for reinstatement, you must **FIRST** see an academic advisor either in your major department or in the College of Liberal Arts Advising Center, FH 322, ph. 512-245-1852. **SECOND**, schedule an appointment with the Associate Dean, College of Liberal Arts, FH 313, ph. 512-245-2317, and bring a file for review and decision on whether or not to reinstate you. The file must contain this form and each of the following items:

- 1. Your typed and proofread statement explaining the extremely extenuating circumstances accounting for your suspension GPA.**
 - Statement must be **documented**—for example, by a hospital bill, obituary, divorce decree, medical diagnosis, disability diagnosis, a work record, police report, court records, transcript of successful work at a community college since your latest TXST enrollment, whichever applies.
 - Explain how the extremely extenuating circumstances **have been resolved or will be resolved before you enroll.**
- 2. Letter of recommendation** from one of the following: employer or other work supervisor, doctor, court officer, counselor, pastor (not a relative or friend).
- 3. Copy of your transcript** (may be printed from Web).
- 4. Copy of degree audit** showing courses completed, still needed, or in progress (IP).
- 5. Course schedule(s)**, i.e., Planner, for upcoming semester(s) at **Texas State**, with academic advisor's name.
If applicable, a list of **possible courses** to be taken at a **community college**.

NOTE:

- To raise your **Texas State GPA** by repeating courses in which you have earned a *D* or *F* at **Texas State**, you must **repeat them at Texas State**, not at a community college or other college or university.
- Courses taken at any other college or university do not count toward your Texas State GPA—the GPA that controls probation and suspension.
- If you qualify as a disabled student, bring a letter from ODS to confirm that you are registered with that office.
- If you are already under a Reinstatement Contract with the Associate Dean, and if you did not meet the terms of the Contract, submit this form and Items 1 and 5 to make a new appeal. Reinstatement following a broken contract is not necessarily routine.

(Revised 10/1/13)