



Standards of Academic Progress Instructions

Date: _____ Semester Applying for Probation and/or Reinstatement: _____

Student ID Number: _____ Major: _____

Are you receiving Veterans Educational Benefits (GI Bill)? Yes No

Student Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Home: _____ Work _____ Cell _____

Email Address: Athens State University _____ Home _____

Instructions:

(1). Please provide a typewritten letter of explanation with your signed signature with the following information listed:

- State why academic performance resulted in suspension
- Discuss your plan to be successful if admitted /reinstated
- Explain why you should be admitted/reinstated
- We will need official copies of all previous attended universities if submitting a new application that does not meet the overall 2.0 G.P.A. requirements.
- This form must be completed and returned 45 days prior to the beginning of the semester you wish to enroll in.

(2). Also provide a plan of study (an outline of remaining courses required to complete your degree) approved by your advisor. You should meet /communicate with your advisor to review what is required to complete your degree: this should include a review of all general education, pre-professional, and professional courses required for your degree.

The Admissions Committee will not review incomplete appeals, so be certain you complete the requirements. Upon completion of the appeal, it must be submitted to the Admissions Office. Appeals, may be submitted via email (necedah.henderson@athens.edu) in person, via mail (Athens State University, Office of Admissions, 300 N. Beaty St. Attn: Necedah Henderson, Athens, AL 35611) or via fax (256-233-8163).

The Admissions Committee will review your completed appeal and academic transcripts during the appeal for admissions and/or readmission meeting and will notify you via your email address and formal letter.

The decision of the Admissions Committee, together with the materials presented by the student, will be placed in the student's official records. Please note unless you have a signed release on file, Athens State officials may not discuss the results of your appeal with anyone except you, the student. This is in accordance with the Family Educational Rights and Privacy Act. (FERPA)

For college use only:

Comments: _____

Appeal Granted: Yes No

Signature of Appeals Committee Member: _____ Date: _____