

Note: Please complete form through appropriate electronic means

LAMAR UNIVERSITY COLLEGE OF GRADUATE STUDIES**Academic Suspension Appeal**

Instructions to Student: Electronically complete and sign the top of this form then submit to your Department Chair for signature via email (subject line: "Suspension Appeal") and copy lugradstudies@lamar.edu. If you are unsure who your Chair is, please refer to the listing here: <https://www.lamar.edu/faculty-staff/academic-affairs/contact-list.html>. **Note:** A separate appeal may be required by Financial Aid. This appeal does not satisfy Financial Aid requirements. Write financialaid@lamar.edu for more information on their requirements.

Full Name: _____ **Lamar ID:** _____

Degree: _____ **LU email:** _____

Phone Number: _____ **Student signature:** _____

Date: _____ **If approved, I am requesting to be enrolled in** _____

Required Information: Explanation for appeal request. Include any extenuating circumstances that contributed to your decline in academic performance, and what steps you will take to earn satisfactory grades if you are reinstated.

This section to be completed by the Department Chair or Chair Designee

Instructions: Please mark your recommendation below, sign, date, save, and email the signed Academic Suspension Appeal to the College of Graduate Studies at lugradstudies@lamar.edu for review.

_____ I recommend reinstatement

_____ I recommend reinstatement with the following condition(s) [Note: Conditions must be shared directly with the student by the Department for the conditions to be valid.]:

_____ I do NOT recommend reinstatement

Department Chair or Designee's Signature: _____ Date: _____

This section to be completed by the Dean of Graduate Studies (lugradstudies@lamar.edu).

Comments/Actions:

_____ Approved _____ Not Approved

Graduate Dean's Signature: _____ Date: _____

The College of Graduate Studies will notify the student and academic advisor via email once this appeal has been fully processed. The complete academic probation/suspension policy can be found on the College of Graduate Studies website: <https://www.lamar.edu/catalog/graduate-academic-policies/index.html#general>,