

Appeal for Reinstatement

Purpose: For Use by Undergraduates Seeking Immediate Reinstatement After First or Second Suspension

Your Name | _____ | University ID | _____ |
Please Print Ten-Digit University ID #

IU E-Mail Address (only): | _____ | Phone: | _____ - _____ - _____ |

Current Major: | _____ | Suspension Term: (semester & year) _____

Required Support

1. Completed Suspension Appeal form signed by student.
2. Personal Statement of Explanation and Plans for Recovery. See "Preparing Personal Statement" *below*.
3. Unofficial Transcript, available in your Student Center on One.IU.edu.
4. Substantiating Documentation. Extenuating circumstances should be documented. Examples:
 - a. *Illness/Medical Condition of Student or Family Member*: Letter from your health care provider's office stating you, or family member, was or is under their care from a specific date. You can use a pre-formatted, downloadable [form](#) for this purpose.
 - b. *Death of Family Member/Close Associate*: Submit obituary or funeral home/church program identifying the deceased. In personal statement, explain your relationship with the deceased.

Preparing Personal Statement

The Personal Statement is the most persuasive element of your appeal, and so requires some self-reflective and critical preparation. This is your chance to identify and articulate factors contributing to poor grade point average in your case; and take ownership by defining a plan to lessen those factors' impacts. With those objectives, your Personal Statement should be longer than a single paragraph, but not a term paper. Successful appeals are between 1-3 double-spaced pages.

Preparing Appeal Packet

To facilitate quicker decision turn-time, assemble your appeal documents in this order:

1. Completed, Signed Form (top)
2. Personal Statement
3. Unofficial Transcript
4. Other Documentation
(bottom)

Submitting Packet Electronically: Assemble your documentation in the order described above. Scan/consolidate all documents into *one* electronic file (please: no multiple attachment submissions) and attach to an e-mail *from your IU e-mail account*, directed to sesc@ius.edu, subject line styled "Suspension Appeal for Reinstatement from FirstName LastName" **by 4 PM on the deadline**. The deadline date will vary by semester, but is always the *second* to last Friday before classes begin on Monday.

Signature and Certification

I, the undersigned, certify that the statements made in this appeal and all attachments, are true and accurate to the best of my best recollection.

Student's Signature: | _____ | Date: | _____ - _____ - _____ |