



TEXAS SOUTHERN UNIVERSITY

Texas Southern University  
Academic Suspension Appeal

**Deadline: August 01 for Fall term and January 2<sup>nd</sup> for Spring term**

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ T00 \_\_\_\_\_ T # \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (Main) \_\_\_\_\_ (Cell) \_\_\_\_\_

TSU E-mail Address: \_\_\_\_\_@student.tsu.edu

Other email address: \_\_\_\_\_

Academic Status: Semester suspended: \_\_\_\_\_ Semester of appeal application: \_\_\_\_\_

Requested semester for reinstatement \_\_\_\_\_ Major: \_\_\_\_\_

An application may be denied if there is a pattern of poor performance and/or excessive incompletes and withdrawals. Eligibility for reinstatement may be denied if it is determined that a student has submitted forged or altered documents.

Please read each of the following requirements for a complete application and initial prior to submitting your application. **Late or incomplete application packets will not be reviewed.**

\_\_\_\_\_ I have read the *TSU Undergraduate Catalog* and information regarding Academic Standing.  
(initial)

\_\_\_\_\_ I have attached an unofficial transcript from TSU, an **Official Transcript** showing college-level  
(initial) work from another institution (if applicable), or documentation of military service (if applicable).

\_\_\_\_\_ I have attached my typed explanation describing events or circumstances that directly contributed to my  
(initial) academic standing and my plan for ensuring my academic success if reinstated.

\_\_\_\_\_ I have attached all necessary supporting documentation to support my reasons for this application.  
(initial)

By signing this form, I attest that I have read this entire application packet. I further attest that the information provided is true and accurate. I recognize that if I purposely provide false or misleading information, my application may be denied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR INSTITUTIONAL USE ONLY**

**Submission Date:** \_\_\_\_\_ **Decision Date:** \_\_\_\_\_ **Decision:** \_\_\_\_\_

Completed \_\_\_\_\_ hours at \_\_\_\_\_ Additional Comments: \_\_\_\_\_

Committee Designee's signature \_\_\_\_\_

DATE: \_\_\_\_\_

## Instructions for Preparing an Application to Appeal Academic Suspension

### Important Facts Regarding Your Application – Please READ Carefully

- All documents to be included in the application should be submitted to the **Academic Suspension Appeal Committee**. **Applications must be sent from the TSU student email address**. Complete applications and documents are to be sent to: [officeofstudentsuccess@tsu.edu](mailto:officeofstudentsuccess@tsu.edu)
- All forms must be filled completely and signed. All supporting documentation must be provided along with the application in **ONE email**. **We are not responsible for documents not received in the same email with the application form**. Acceptable document formats: MSWord, or Adobe pdf. **NO PHOTOS**. Documents submitted with your application will not be returned.
- The decision on your application will be communicated in writing to your **TSU student email address**. **The decision of the Academic Suspension Appeal Committee is final and will not be overturned by any University administrative official**.

### Preparing Your Application

Regardless of the reason for your academic suspension, you must complete / submit the following:

- Application to Appeal Academic Suspension.
- Unofficial TSU transcript** printed from your MyWeb account and showing your full name and T#.
- Official transcript** from the external university or community college **only if transferable courses are not showing on your TSU unofficial transcript**.
- A well written (typed) letter that clearly explains**
  - The factors contributing to your academic deficiency
  - The steps to be taken to prevent future unsatisfactory academic progress

**Be detailed and specific as your application will be decided solely on the basis of the written information and supporting documents that you submit.**

**Applications lacking appropriate documentation will be regarded as incomplete and will not be reviewed further.**

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*The Academic Suspension Appeal Committee will be convened to review applications every second and fourth week in June and July, ending on August 1st, and twice per week during the period January 2 - January 10.*

The Committee will review all documentation and make a recommendation to resolve the submission.

The suspended student and the college/school of the major will be notified in writing of the decision. Students allowed to return from suspension will be admitted under probationary status. After advisement through their home department, the student course enrollment request, and maximum hours allowed is reported to the advisor.