



Academic Appeals for Readmission are filed through the Office of Academic Affairs. You must submit your letter of Appeal and **supporting documentation*** to:

academicappeals@savannahstate.edu

Before you write your appeal, you should take some time to think about the past. What kept you from achieving the 2.0 Grade Point Average (GPA) required to be in good standing?

- The first part of your appeal should be an explanation of the issues that led to your suspension status. There are many reasons for academic difficulty and the reasons are different for every student. Reasons can be various things like health issues, homesickness, work obligations, uncertainty about major, lack of study skills, time management issues, personal issues outside of SSU, etc. The more specific you can be in this part of the letter, the better. The appeal committee needs to see that you have done some soul searching and know what your challenges are and what needs to be changed when you return.

****Supporting documentation is important to include with your appeal as it helps substantiate the issue(s) that caused your GPA to fall below 2.0. Examples include hospital correspondence or doctor's notes, employment verification of work hours, or in the case of family emergencies such as a sudden passing, the obituary or newspaper announcement. Be sure to include only documents that directly impacted your academic performance.***

- The second part of your appeal is your action plan for the future. What is different now? In the first part of your appeal you identified the issues that hindered your academic success. The second part explains how you are going to work through those issues to be more successful in future terms? This part of your letter should be very specific and include the changes that will occur. Please include your name, 915#, and cell phone number at the signature of your letter.

After the Academic Suspension Appeals Committee has reviewed your letter and documentation, final decisions will be corresponded via email. If your appeal is approved and you are allowed to return to SSU, the email will give you specific instructions and the conditions of your appeal and the actions you must take to complete the process.

The appeal process could take up to two weeks for a final committee decision. **All documentation must be submitted to the Office of Academic Affairs via email academicappeals@savannahstate.edu.** The semester in which you are permitted to enroll may be based on the date of your appeal submission.