

Explain the reasons why you are not achieving satisfactory academic progress. Explain and document any special circumstances which made it difficult for you to succeed in your classes. Attach supporting documents:

Explain how you plan to succeed in your classes from now on. Include specific steps you intend to take in next semester to improve your academic performance. Attach any supporting documentation from meeting with your academic advisor.

By signing below, I certify and attest that the information provided in and with this request is true and accurate to the best of my knowledge and ability. I understand that my appeal will not be processed without supporting documentation. I have consulted with my academic advisor regarding this matter and they have signed below.

Signature: _____ **Date:** _____

ACADEMIC ADVISOR COMMENTS

Advisor Signature _____ Date _____