



## ACADEMIC SUSPENSION APPEAL FORM

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_

If my appeal is granted, I will return to Lincoln College in the spring semester of 2021. Furthermore, I will participate in the Lincoln College Enrichment Academy and will attend the Enrichment Academy Orientation Monday, January 18, 2021.

In order to appeal academic suspension, students must complete the following steps and forms by required by the appeals process by **no later than January 5, 2021 at 5:00 pm**:

1. Complete this ACADEMIC SUSPENSION APPEAL FORM indicating the faculty members you will seek recommendations from below.
2. Complete a LETTER OF APPEAL by following the template provided below. *The letter must be typewritten and emailed; handwritten letters will not be accepted.*
3. **Request two faculty members** complete "ACADEMIC APPEAL FACULTY FEEDBACK" forms. The student will download and email the form to the selected faculty members. Each faculty member will submit the completed form to the Chair of the Academic Appeals Subcommittee, Dr. Monica Overton.
  - a. **One faculty feedback form** must come from the faculty member who taught the course in which you received the lowest grade (or expect to receive the lowest grade).
  - b. **The second faculty feedback form** can be completed by any other faculty member who taught a course in which you were enrolled during the semester that resulted in suspension.
  - c. Please list the faculty members who will be completing your recommendation forms:
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
4. Submit this Appeal Form and the Letter of Appeal via email to [academicappeals@lincolncollege.edu](mailto:academicappeals@lincolncollege.edu) by **January 5, 2021 at 5:00 pm**. (Letter of Appeals should be addressed to Dr. Monica Overton, Chair of Academic Appeals Subcommittee as indicated in the template below).
5. The Academic Appeals Subcommittee will review appeals on **January 7, 2021**.
6. You will be notified via email regarding the subcommittee's decision by **January 8, 2021**. A letter will also be mailed to your home address of record.

## TEMPLATE FOR LETTER OF APPEAL

DATE

Dr. Monica Overton  
Academic Appeals Subcommittee  
Lincoln College  
300 Keokuk Street  
Lincoln, IL 62656  
[academicappeals@lincolncollege.edu](mailto:academicappeals@lincolncollege.edu)

Dear Dr. Overton:

Paragraph 1: Explain in detail the circumstances that led to your academic suspension.

Paragraph 2: Provide assurance that you can overcome the difficulties that lead to your academic difficulties.

Paragraph 3: Describe in detail your plan-of-action to achieve academic success in the subsequent semester.

Sincerely,

Student's name  
Student's address  
Student's cell phone & email address



## ACADEMIC APPEAL FACULTY FEEDBACK FORM

Student \_\_\_\_\_ Date \_\_\_\_\_

Please rate the student on the following scale with 1 indicating the lowest score and 5 indicating the highest score.

						COMMENTS
Class attendance	1	2	3	4	5	
Completion of assigned work	1	2	3	4	5	
Demonstrated attitude toward success	1	2	3	4	5	
Demonstrated a respectful attitude	1	2	3	4	5	
Ability to be successful next semester	1	2	3	4	5	

Please list the primary barriers you have witnessed to this student's academic success.

Other comments related to the appeal process, e.g., student strengths, other concerns or suggestions.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Faculty member: Please email this form to Dr. Monica Overton no later than January 5, 2021 at 4:00 pm; please do not return to the student. (Dr. Overton's email: [moverton@lincolncollege.edu](mailto:moverton@lincolncollege.edu).)**