

Students placed on academic and/or financial aid suspension have the right to appeal their suspension. To appeal, a student must complete this appeal form in its entirety and submit it to the Admissions/Student Services Office (*Room 10*) or admissions@pine.edu with all supporting documentation. Appeals must be submitted by the deadlines which can be found at <https://pine.edu/admissions/paying-for-college/satisfactory-academic-progress/>.

Once an appeal is received it will be submitted to the Suspension Appeals Committee for review. Students will be notified in writing of the committee decision within 15 business days of submission. If an appeal is approved and a student is not yet enrolled with Pine Technical and Community College, they must complete all application processes and follow the admissions timelines. If an appeal is denied, students may request a review by the Director of Student Success.

STEP 1: Complete the following:

Name: _____ E-Mail Address: _____
 Student ID #: _____ Phone Number: _____
 Street Address: _____ City: _____ State: _____ Zip Code: _____
 Program Major: _____ Desired Reinstatement Semester: _____

Please indicate the extenuating circumstance(s) that led to suspension. It is highly recommended that you provide additional supporting documentation as identified next to each circumstance whenever possible.

- Personal physical health or mental health issues – *health providers’ statement written on official letterhead*
- Death of parent, spouse, child, or other immediate family member – *death certificate or obituary*
- Military call for active duty – *copy of official military orders*
- Family/Relationship crisis – *court or legal documentation*
- Disability issue not previously diagnosed or documented – *documentation from a qualified provider*
- Natural disaster, including flood, fire, or tornado – *copy of insurance claim and/or record of media*
- Loss of housing – *Eviction notice, letter from shelter or social worker*
- Other (*please specify*): _____

STEP 2: Write a well thought out and detailed letter of explanation for the following:

1. Why you did not meet satisfactory academic progress requirements.
2. What has changed that will allow you to meet satisfactory academic progress requirements.
3. Define your academic and personal goals and how you plan to accomplish them.

Step 3: Attach this completed and signed form to the letter drafted and submit for review.

Student Signature: _____ Date: _____

If you need assistance completing this form, please contact financialaid@pine.edu.

For office use only			
Date received:		<input type="checkbox"/> PTCC Transcript Attached	<input type="checkbox"/> Other transcript(s) attached
<input type="checkbox"/> All required documentation received		Date submitted to committee for review:	
<input type="checkbox"/> Incomplete appeal received			