

Request to Appeal Academic Suspension

Last Updated 2-22-24

This form may be submitted to the Records Office in person or emailed to ewmartin@ecok.edu. If emailed, the form must be sent from the student's individually assigned ecok.edu address. The form will not be accepted from a third-party address (e.g., @yahoo.com, @gmail.com, etc.). Please know that this form cannot be submitted anytime of the academic year. After final grades post each term/semester, suspended students will receive an email notification from the registrar with instructions for appeals. Please only complete and submit this form if you have received such an email. The deadline for submitting the form will be included in your email notification from the registrar.

Please be aware that an appeal is only available after the first academic suspension. If suspended for a second time, the option to appeal is not available to you. Further information concerning second suspension is included in your end-of-term notification from the registrar.

Student First Name:

Student Last Name:

Student ECU ID:

Term/Semester Placed on Suspension (e.g., Spring 2024):

Optional Supporting Documentation: You are welcome to submit along with this form any supporting documentation. If submitting documentation via email, please do not submit documents with SSN information. Your documents will be viewed by members of the appeal committee and kept in your permanent student file.

Next Steps: If your appeal is submitted by the deadline, you will receive a notification no later than 24hrs before the appeal date with the location and time of your appeal. You are encouraged to attend your appeal in person. Please know that guests are not allowed to attend your appeal. The suspension notification you receive at the end of term/semester will include both the deadline for submitting this form as well as the date when appeals will take place.

What to Expect During the Appeal: The committee will greet you and request a verbal explanation of the circumstances you believe led to the suspension – i.e., why do you believe your performance was poor for the term/semester. What lessons have you learned from this experience, and most importantly, what has changed and/or what do you plan on doing differently if allowed to return to ECU? The committee's goal is to assess your likelihood of success if permitted to return. Sometimes the best thing for a student is to sit out a semester, which will be required if your appeal is not granted. During the appeal you will have the opportunity to ask questions and engage the committee in discussion.

Appellant's Signature

Your handwritten signature is only required if submitting this form and supporting documentation in person to the Records Office. If submitting from your ecok.edu email address, your handwritten signature is not required.

Appellant's Signature: _____ Date: _____