

KENTUCKY WESLEYAN COLLEGE  
ACADEMIC SUSPENSION  
APPEAL FORM

Printed Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Appeal results will be sent to the address you provide below:

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Your Appeal must include the following:

1. **LETTER:** Write a letter explaining in detail the circumstances or nature of your difficulty as to why you were unable to meet satisfactory academic performance. State why you believe it is possible for you to improve upon your past academic performance and what corrective action you have taken or will take.
2. **DOCUMENTATION:** Attach to this letter any documents (e.g. doctor's/hospital statements, letter from counselor, minister/pastors/priest, letter from work supervisor, etc.) that will support your appeal.
3. **ACADEMIC PLAN:** You must meet with your Advisor regarding your failure to meet satisfactory academic performance and outline a plan for achieving this goal. Be aware the quickest way to raise your GPA and regain satisfactory academic performance will be to repeat classes you have failed. Please obtain a copy of the Academic Plan and submit along with your other appeal documents.

I understand that, in addition to this written request, I may be required to meet with the Vice President of Academic Affairs/ Dean of the College and/or the Associate Dean.

I understand that the decision of the Vice President of Academic Affairs/Academic Dean is final and cannot be overturned.

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

Please mail this form and all supporting documents to Dr. Paula Dehn, Vice President of Academic Affairs, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301. If you have questions about the appeal process please contact Dr. Rebecca Francis or email [rfrancis@kwc.edu](mailto:rfrancis@kwc.edu).