



Office of Academic Affairs
Administrative Suites
3820 J. Bennett Johnston Ave.
Lake Charles, LA 70615
Office: 421-6570/Fax: 491-2443
www.sowela.edu

Academic Standing Appeals Guidelines

Attach a **typed** letter of explanation clearly explaining your situation and the reasons why you feel your academic standing should be changed from suspension to probation. Please be as complete as possible. Also, attach the appropriate documentation needed to support the reason you checked below. The responsibility for ensuring that SOWELA Technical Community College has received the needed documentation rests with the student filing this appeal. If final grades for the probationary semester do not show progress, a student may be dropped from classes for the following semester.

- By signing this Appeal I acknowledge that I am responsible for withdrawing from my class/es.
- Attached is a letter of explanation and the supporting documentation. Student Letter must accompany this form for consideration.
- I understand the Academic Affairs Appeal Committee will notify me of their decision regarding my appeal.
- If I am receiving any financial aid and this Appeal is approved, I understand that it may reduce or cancel my financial aid.
- understand that the College requires an overall grade point average of 2.0 for commencement.

Please turn this form, and any documentation, into the Office of Academic Affairs.

Academic Standing Appeals Form

Confidential

Student Name _____ Student ID# _____

Telephone _____ Email address _____

Address _____

Program _____ Department _____

Clearly state the problem (Attach additional paperwork if necessary):

What specific action do you request? (Attach additional paperwork if necessary)

I CERTIFY THAT ALL INFORMATION RECORDED ABOVE IS CORRECT.

Student Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Approved

Notes: _____

Approved with Conditions

Pending Additional Documentation

Denied

Committee Chair Signature: _____ Date: _____