

NORTHWEST TECH

NORTHWEST KANSAS TECHNICAL COLLEGE

Suspension Appeal Form

Last Name First Name MI Date of Birth

Street Address City State Zip

Semester you were suspended: ☐ Fall ☐ Spring ☐ Summer Year: _____

Are you a financial aid recipient? Y/N Are you a scholarship recipient: Y/N

Which of the following disciplinary actions are you appealing?

- ☐ I have used all of the available hours in my program and have hooured out.
- ☐ I was removed from my program due to disciplinary actions related to my behavior.
- ☐ I was removed from campus housing due to a disciplinary action related to my behavior.

In order to be considered for an appeal, administration will require the following:

- Completed Suspension Appeal Form
- Typewritten appeal letter from the student. Handwritten letters will not be considered.
- Provide any support documents, if available, to support your appeal. Example: A note from a doctor, funeral program, etc.
- In addition, administration will contact faculty members to collect relevant information regarding the appeal.

Typewritten Letter Instructions:

In your typed appeal letter, please address the following questions.

1. What extenuating circumstances affected your performance and why were you unable to meet the minimum standards of program hours or classroom behavior? Be specific.
2. How do you plan to improve your performance if you are allowed to continue in courses with Northwest Tech?
3. Describe any additional information you feel is relevant to the appeal.

Items that administration will consider for the appeal include, but are not limited to:

- Student's academic performance in the program and related courses.
- Student's attendance and tardiness in the program and related courses.
- Student's behavior in the program and related courses.
- Support items submitted by the student.

Student's Signature Date Daytime Phone Number

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Additional Instructions for Suspension Appeal

1. If you have already enrolled in courses for an upcoming semester, your courses will be held until your suspension appeal has been decided.
2. As soon as a decision is reached, administration will notify you of the outcome of your appeal by email to your Northwest Tech student email account. It is critical during the suspension appeal period, that you monitor your email regularly in case additional information or meetings are requested.
3. If your appeal is denied, your courses for the upcoming semester will be dropped.
4. Students who are not enrolled in a minimum of 12 hours are not permitted to remain in campus housing, and must vacate the college dorms within 24 hours.
5. Submit your appeal in person or by mail as follows:
 - a. In person: Dean of Student Advancement – Administration Building of the NT Campus.
 - b. Mail: Dean of Student Advancement, 1209 Harrison, Goodland, KS 67735

For Office Use Only

☐ Denied for _____ semester. Eligible to reapply for admission for _____ semester.

Reason for denial:

☐ Documentation or circumstances insufficient to justify approval

☐ Student previously approved for suspension for _____ semester.

☐ Other: _____

☐ Approved for _____ semester.

Records

☐ Student has been withdrawn for current semester (if denied).

☐ Student has been withdrawn for next semester (if denied).

☐ Final notification sent to student. Date sent: _____

Relevant Appeal Notes: