

2. Please explain what steps you have taken to be certain that you will complete and pass all of your classes in the future? Have there been changes in your situation which will allow you to complete your classes successfully?

Multiple horizontal lines for writing the response to question 2.

To the best of my knowledge, all of the information on this form is complete and correct. Further, I will make every effort possible to improve my grade point average and to complete successfully all the courses for which I register at Southeast. I understand that my appeal will not be processed without appropriate documentation attached to this form and that my appeal will be returned to me with a request for documentation.

Student's signature _____ Date _____

The Appeal Process

- Return this signed form and attachments to: Satisfactory Academic Progress Committee, Student Financial Services, One University Plaza, MS 3740 AC123, Cape Girardeau, MO 63701
• The Satisfactory Academic Progress Committee will review your completed, documented appeal and will notify you by letter of the committee's decision

The appeal process can be time consuming, depending on the number of students submitting appeals. The entire process, from the receipt of the complete appeal to the mailing of our decision, averages two to four weeks.

Please provide all documentation. Due to privacy laws, we are not able to contact outside sources for information. If you do not provide the required documentation, the appeal will be denied and returned for appropriate documentation. No further action will occur until your appeal is resubmitted with documentation.