

**Academic Suspension Appeal Template**  
**WVU - Potomac State College**

[Your Name]  
[Home Address]  
[City, State Zip]  
[Student ID]  
[MIX Email address]

[Today's Date]

Dr. Gregory Ochoa  
ATTN: Academic Suspension Appeal  
WVU - Potomac State College  
101 Fort Avenue  
Keyser, WV 26710  
Dear Dr. Ochoa:

[Short introductory paragraph requesting appeal of academic suspension]

[Explanation of the extenuating and extraordinary circumstance(s) that happened and prevented you from earning the minimum GPA needed to avoid academic suspension]

[Explanation and documentation of actions or interventions planned or being implemented to ensure your future academic success]

[Closing remarks, summary, or thank you]

Sincerely,

[Your name]

Email to [PSCAcademicAffairs@mail.wvu.edu](mailto:PSCAcademicAffairs@mail.wvu.edu)

Enclosures: [You must submit and attach documentation that supports your extenuating circumstances, as explained above. Failure to attach documentation may result in your appeal not being reviewed. "Enclosures:" section is used to list documentation that is included]