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**Guide to Submitting Your Suspension or Dismissal Appeal**

**Review Your Letters**

Students receive a letter about their Academic Standing from the Office of the Registrar. Read your letter to understand your academic standing, the [academic regulation](https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/standing-required/), conditions of your academic standing, and any next steps.

Students also receive a letter from their Academic Advising Office. Review this letter for important information about academic standing, review your degree progress using degree works, and next steps in terms of meeting with an Academic Advisor and submitting an appeal.

**Complete your About Me Survey**

Complete the [About Me – BCom Academic Success Survey](https://forms.office.com/r/36V6r8ctve) before your advising appointment. This survey not only helps you share information about your progress over in the program, but it also allows for self-reflection, discovery, and a starting point to think about support and next steps to get back on track.

**Meet with Your Academic Advisor**

Book an [Academic Standing advising appointment](https://outlook.office365.com/owa/calendar/BCommAdvising%40smuhalifax.onmicrosoft.com/bookings/s/BrymDMw-h0mUWKCOXGc6Qg2) with your academic advisor. During this appointment, you and your advisor can discuss how the last academic year went, what went well, what were your challenges, what your goals are, and how to achieve those goals. Your advisor can also discuss the appeal process and the possible outcomes of your appeal.

**Work on Your Personal Statement**

Think of your personal statement as a way to share with the community your experience in the BComm program, what has impacted your academic success, and your plan to move forward. Be sure to outline and provide as much information as you can in your personal statement. Consider structuring your personal statement for your appeal the following:

* Beginning – what has happened in the past that impacted your success in the program.
* Middle – What steps are you taking now and what are your plans.
* End – What are your goals and how do you plan to achieve them.

Here are some other considerations when writing your statement:

* Outline the reasons for your academic performance to date.
* What specific steps have you taken to address any issues identified that have impacted your academic performance?
* What are your plans to ensure academic success in the future?
* Think about any support and services you have used on campus or plan to use on campus.
* Consider your academic record and degree progress. Are you a first-year student? Close to graduation? What major are you planning to pursue? What is your GPA and can you repeat courses?
* What challenges have you overcome or what do you plan to overcome and how?
* Use your About Me Survey to help think about and inform what went well and what your challenges were as well as your goals.

**Submit your Appeal by June 6, 2024**

Complete the [Bachelor of Commerce Academic Suspension/Dismissal Appeal Submission form](https://forms.office.com/r/sNN5N8YTKG). Be sure to include:

* Your personal statement;
* Complete and upload the [Academic Suspension or Dismissal Appeal form](https://www.smu.ca/webfiles/AcademicSuspensionorDismissalAppeal.pdf) when completing your submission;
* Any relevant supporting documentation you wish to share with the committee.