**Academic Probation and Suspension Appeals**

An appeal of academic probation or suspension can be made in writing to the dean of the program from which the student is suspended. These appeals will be considered by the Retention Committee established by the University to address such appeals. Appeals must be made no later than calendar days after the notification of suspension is sent to the student. Appeals received after 30 calendar days have expired will not be considered.

Appeals will be considered only if the student has evidence of extraordinary or exceptional, temporary circumstances that might have impeded academic success such as a family crisis or an emergency/acute medical condition.

If the Retention Committee upholds the appeal for a suspension, the student must meet with his or her assigned academic advisor to be re-enrolled. Students permitted to enroll on appeal may enroll in only 12 credit hours (plus up to two credit hours of physical activity, music ensemble/private lessons). Some courses from the original pre-enrollment may no longer be available.

Students placed on any other type of suspension may not appeal academic suspension.

NOTE: Students should be aware that they may not be eligible for financial aid if being readmitted after probation or suspension.

The process for an academic probation or suspension appeal is as follows:

**Step 1**

Students receive probation/suspension notifications from the dean of the school of their academic programs within 14 days after final grades for the students' programs are submitted.

Suspended students are immediately dropped from pre-enrolled classes for the following semester.

Students placed on probation may be dropped from classes for the following semester if they are enrolled in more than the allowed 14 credit hours. The registrar's office will notify the student and student's advisor if this is necessary.

**Step 2**

An appeal of academic probation or suspension is made in writing to the academic dean from whom the student received notification. Appeals must be made no later than 30 calendar days after the notification of suspension is sent to the student. Appeals received after 30 calendar days have expired will not be considered.

Appeals should contain the student's name, preferred contact information (email, phone, etc.), and what the student is hoping will be the result of the appeal. The appeal should also contain an explanation of the reasons the student did not perform well academically and a plan for overcoming those academic impediments in the future.

Appeals will only be considered if the cause for poor academic performance was related to at least one of the following criteria. Support documentation should be included along with the written appeal.

1. The established procedures for probation/suspension were not followed and/or the student does not meet the suspension/probation criteria as listed in the effective catalog.

2. The student's situation in the semester that caused the suspension meets at least one of the following parameters:

 a. A family crisis which may have caused psychological and/or emotional stresses that may have significantly impeded the student's academic performance.

 b. A new medical condition not previously disclosed that may have impeded the student's academic performance.

 c. Other significant stressors that may have impeded academic performance.

Appeals will not be considered under the following circumstances:

1. The student is additionally suspended for reasons other than academic.

2. The student has made a previously denied appeal.

3. The student has made a previously upheld appeal in which the student did not adhere to the plan included in the original appeal.

4. The student's reason for poor academic performance was related to something prohibited by the student code of conduct.

**Step 3**

If the written appeal meets the criteria in Step 2, the dean will submit the appeal to the Academic Probation/Suspension Appeals Committee chair. The committee will consider the appeal within two weeks prior to the beginning of the semester.

**Step 4**If the appeal is upheld, students are then free to contact their faculty advisor to be re-enrolled in classes if they have been dropped in Step 1. Students who were to be suspended will be placed on academic probation status and will be allowed to enroll into only 12 credit hours (plus up to two credit hours of physical activity, music ensemble/private lessons). Some courses from the original pre-enrollment may no longer be available.

|  |
| --- |
| *Drafted on:* NA |
| *Policy Revised:* Spring 2014 Specific appeals process defined September 2014 Appeal deadline lengthened from 10 to 30 days. |