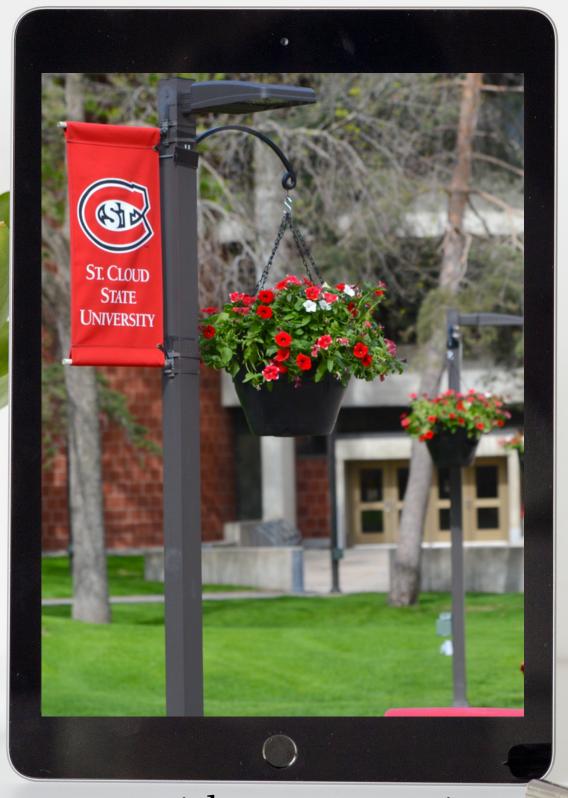


Academic Suspension Appeal Resource Guide Spring 2024



Your Guide to Preparing an Academic Suspension Appeal



This Guide's Purpose

This guide is for students facing academic suspension. Our suspension appeal process is designed to encourage you to honestly reflect, plan, and address the challenges that have affected your academic performance at SCSU.

You are NOT alone!

We want you to know you are <u>not</u> alone in experiencing academic difficulties. We know there are many reasons why may have faced challenges. With the proper resources and support, we believe you can improve your academic standing at St. Cloud State University.



We're here to help you!



We sincerely care about <u>you</u>. We urge you to schedule a meeting with your Academic Advisor or Student Success Coach to create a personal and academic success plan.

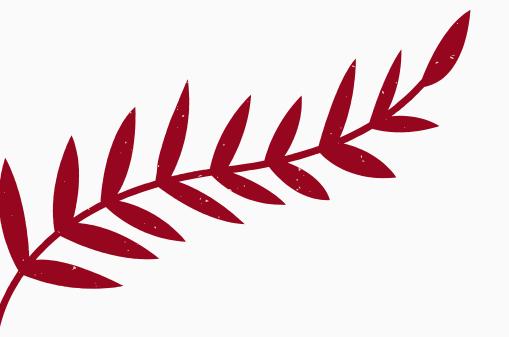
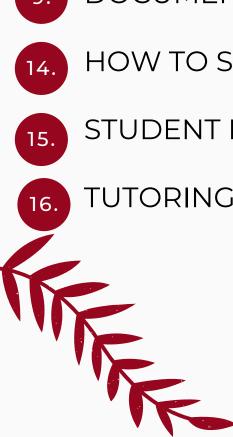
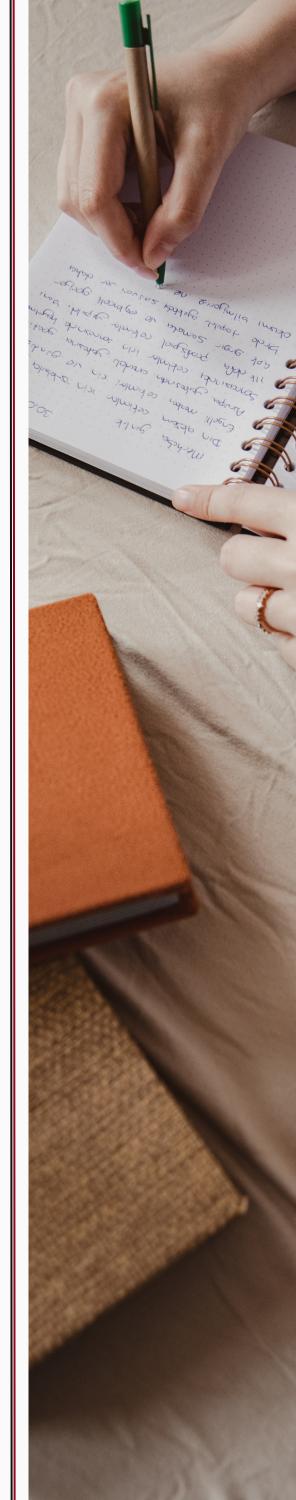


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Spring 2024 Suspension Appeal Dates



May 10-12th Academic Suspension and Administrative Appeal notices are emailed to students

May 13th First day of Summer Block 1

May 21st Suspension Appeals Due by 11:59pm (electronic

submissions only)

May 24th Students are notified by email of academic appeal

decisions; appeals reviewed by the committee will also

have a financial aid appeal status notification



Your Suspension Appeal Checklist



Review appeal instructions and resources	
Make note of appeal submission deadlines, process timeline, registration information, and other key dates	
If needed, consult your Academic or Student Success Advisor to learn more about this process	
Take the time to reflect on the circumstances that led to academic difficulty	
Prepare your letter of explanation	
Prepare your personal success plan	
Prepare the correct supporting documents that will support your circumstance	

Submit Your Appeal
Check your student email with the online link to our appeal application
Follow the directions on pages 8-12 to help with the online application.
Make a copy of everything you are submitting for your own file.

Important Next Steps
You will receive an email mid suspension about the transition back.
Meet with an advisor about a success plan.
Check in with us if you have any questions!





Good Standing

0-44 attempted credits

Good Academic Standing is defined as a cumulative GPA of at least 1.75 and a Credit Completion Rate of at least 66.67%

45+ attempted credits

Good Academic Standing is defined as a cumulative GPA of at least 2.0 and a Credit Completion Rate of at least 66.67%



Administrative Appeal Requirements



To qualify for an Administrative Appeal, a student on Academic Warning or Academic Probation must earn a minimum semester GPA of 2.0 and complete a minimum of 9 credit hours for the semester (Fall/Spring).



Continued Probation Requirements



To qualify for Continued Probation, a student on Academic Probation must earn a minimum 2.3 semester GPA and complete 100% of enrolled semester credits.

Note: Students do not need to apply for Administrative Appeal or Continued Probation; they are granted automatically.

How to Prepare Your Appeal

Write Your Personal Narrative

- Type a clear and concise letter describing the circumstances that affected your academic success
- See tips on how to write your letter.
- Fully explain all events and circumstances
- Explain how things are different now

2

Make a Personal Success Plan



- Reflect on your past semester(s) and the challenges you faced
- Talk to your Advisor about realistic goals for yourself
- Identify study strategies and academic supports/campus resources to enhance academic success



3

Get the Right Documentation

- Include all necessary documents that support your Personal Narrative
- Appeals without documentation will be returned as Incomplete
- If your circumstances are medical in nature (physical and/or mental health), please submit the Medical Verification Form. Your provider must complete the Page 2

Other Items You Need to Make Your Appeal

- Letters of support from SCSU faculty or staff
- Your Academic Success Plan from the beginning of the semester
- Any other documentation that you feel is important and relevant to your academic appeal

Plan for Future Success «



- What new study habits will you incorporate into your daily routine?
- How have you managed the challenges you faced?
- What do you need to do to return to good academic standing?
- What courses might help you succeed?



Questions Your Explanation Letter Should Answer

1) What factors contributed to your academic situation?

- Describe how these factors had a direct impact on your academic performance. Be specific, detailed and provide documentation.
- Be very clear about what factors influenced your performance and the courses affected

2) Do not spend a lot of time discussing the following in your statement. AVOID:

- You love SCSU and want to stay on campus.
- You feel that losing academic eligibility will be very difficult.
- Education and academic success means a lot to you (and your family).

3) Who have you sought out for support or guidance?

• Let the committee know if you're working with or have met with someone in an on- or off-campus office, service, or resource.

4) How do you plan to return to good academic standing?

• What actions are you taking now to prevent this from happening again? Share the names of specific people you will meet with and the resources you will use.

5) Did you create an Academic Plan for this or previous semesters?

 Discuss the most recent formal success plan you completed either with your Advisor or Coach. Did you follow your success plan? Why or why not? What worked and what did not?



A Sample Explanation Letter

This sample is provide as a tool to get you started. We do not expect your letter to be formatted or worded exactly this way. We encourage you to share your story in the way that is authentic to who you are and understandable to University staff who may not know you.

Date
Dear Appeal Review Committee,
My name is and I would like to request academic probation for the upcoming semester. In the Semester of 2023, I experienced (Briefly describe situation) that impacted my academics in the following ways:,, {list how grades were impacted by situation}. In addition to this situation, I faced other challenges that led to my academic standing including,, {list any other mitigating challenges}.
Tips: Be clear and specific. Do not include details that are not related to your appeal request.
Since that time, I have reflected on my challenges and have learned that {what did you learn?}. I have enraged in the following activities to address my challenges:,, {list activities}. Tip: Be sure to provide evidence of how each situation or challenges was managed. Clearly explain how your situation has improved.
Please see my enclosed plan of action as it includes a detailed plan for my success this semester as well as my supportive documentation {that confirms challenges, conditions/diagnoses, progress and/or resolution}.
Sincerely,

Suggestions

- Proof read your letter before submitting
- Make copies of your letter for your personal records
- Be sure to submit your appeal in advance of the due date





Extenuating Circumstances

All Suspension Appeal submissions <u>must</u> include the required documentation listed below. The documentation must confirm any extenuating circumstance mentioned in your explanation statement. Do <u>not</u> submit documents containing social security number or a member number from medical records.

What Is an Extenuating Circumstance?

Exceptional

A situation that is different from what *most* students deal with in a usual semester

<u>Unforeseen</u>

A situation you couldn't have predicted and couldn't have planned for

Outside of your control

A situation you **could not have prevented**

Short-term

A situation that is *unlikely to repeat itself or reoccur*

The following are NOT Extenuating Circumstances:

- Lack of money
- Employment issues
- Change in marital status
- Childcare issues
- Transportation issues
- Lack of knowledge of university policies

- Failure to meet registration or course deadlines
- Failure to complete financial aid
- processes
- Failure to confirm registration transactions
- Failure to follow program prerequisites
- Failure to attend and participate in class

Examples of Extenuating Circumstance and Possible Documentation

(This is not an all-encompassing list)

Extenuating Circumstance	Suggested Documentation
Medical/ Psychological	 SCSU Medical Verification Form or statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Personal/ Family Emergency	 Medical documentation or statement from physician on letterhead including dates of service Statement from parent or family member
Death of a Family Member	 Copy of an obituary, funeral program, or certified death certificate Statement of the relationship between the student and the deceased to accompany the obituary or funeral program
Domestic Violence/ Sexual Assault	 Copy of the police report or court/legal documents Statement from physician, therapist or advocate on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Serious Car Accident	 Copy of police report Medical documentation or statement from physician on letterhead including dates of service Documentation from repair company indicating seriousness of accident
Changes in Employment/ Unexpected Financial Difficulty	 Statement from Employer indicating employment change/termination Financial/Bank Statements
Military Service/Deployment	Military orders showing dates of deployment, training, or service
Financial	Relevant Financial statementsApartment/lease contract

Submitting Medical Forms for Documentation

If you cited a medical or psychological condition as an extenuating circumstance, you are required to have your medical/psychological provider verify the conditions/ circumstances you've cited.

Below is the Medical Verification Form we use/require at St Cloud State.

ST. CLOUD STATE UNIVERSITY

720 4th AVENUE SOUTH ST. CLOUD, MINNESOTA 56301-4498 Student: If you cited medical or psychological issues as reasons for an academic appeal or other academic change, it is necessary to have your medical/psychological provider verify the extenuating circumstances that are cited in your request. It is not necessary to supply full medical records. The provider information on this form must be returned with your appeal or academic change request.

@go.stcloudstate.edu

MEDICAL VERIFICATION FORM

FOR ACADEMIC APPEALS AND REQUESTS FOR ACADEMIC CHANGE

First Name	Middle Nan	ne		L	ast Name		
COURSE(S) IMPACTED BY impacted courses):	MEDICAL/PSYCHOLOGICAL CO	ONDITION (Indic	ate acade	mic ye	ar, seme	ster or indiv	ridual
☐ Entire Semester: Term	Year	Dept	Number	Sec	Credits	Term	Year
ID: Ex 000243	Course Title	Ex ENGL	191	01	4	SPRING	2014
1							
2							
3							-
4		_			$\overline{}$		-
4							
Return to (student check	department):						
Academic Appeals & P St. Cloud State Univers 720 4th Avenue South St. Cloud, MN 56301-4 Fax: (320) 308-5672 Email: aap@stcloudsta	sity, CH210 1498	720 4th A St. Cloud	Services State Unit venue Soi , MN 5630 sinessserv	uth)1-449	98	tate.edu	
Office of Records and F St. Cloud State Univers 720 4th Avenue South St. Cloud, MN 56301-4 Fax: (320) 308-2059 Email: registrar@stclou	sity, AS118 1498	720 4th A St. Cloud	State Universe Soil, MN 5630	versity uth 01-449	98		
Please sign and date this form required information below.	which acknowledges that you give	ve permission to yo	our medical	/psych	ological pr	rovider to fur	nish the
Obudent Classification		Det					

PROVIDER: The student named above is requesting documentation for extenuating circumstances that have impacted their academic performance. The nature of the request and the permission to release information are at the top of this form. Please respond on your letterhead or fill out form on opposite side and attach business card. Return to office address indicated by student. Thank you.





	The second second second second		The second secon
Stu	udent's First Name	Student's Middle Name	Student's Last Name
Pr	ovider Name:		
Со	entact information: (Attach card o	r include letterhead)	
Pr	ovider Signature:		Date:
iss	sue because of a medical/psycholo	gical condition for which you h	ne or more classes or appeal an academic ave treated them.
М	edical/psychological condition (bri	ief description-Submission of m	edical records not required):
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-			
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Da	ite of onset of condition:	Duration	n of condition:
	ates of visits for this condition:		
•	In your professional opinion wou student from attending class sess		ch you have treated the student prevent a
•	Please identify the dates or dura	tion for which attendance may	be impacted:
•			ch you have treated the student prevent time periods? Yes No
•	Please identify the dates or dura	tion for which coursework may	be impacted:
•	In your professional opinion has attendance is a reasonable expe		oint where resumption of coursework and

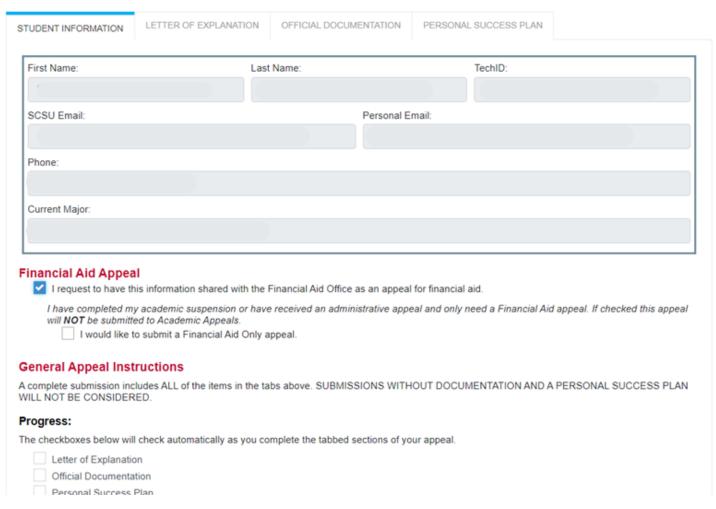
Click here for the **PDF Forms**

The Suspension Appeal Online Form

Go to https://scsu.mn/3nVVXFz to submit a Suspension Appeal. There will be an option that says "Current Student or Recent Student" and you will click the "continue to login" section. You will need your SCSU StarID and password. After you've logged in, the page below will autofill your information.

ST. CLOUD STATE

Satisfactory Academic Progress Appeal Form



Once the information in the "Student Information" is complete, look for the checkbox underneath "Financial Aid Appeal". If you <u>also</u> want to appeal a **Financial Aid** suspension, you <u>must</u> click the checkbox.

Financial Aid Appeal

2.

✓ I request to have this information shared with the Financial Aid Office as an appeal for financial aid

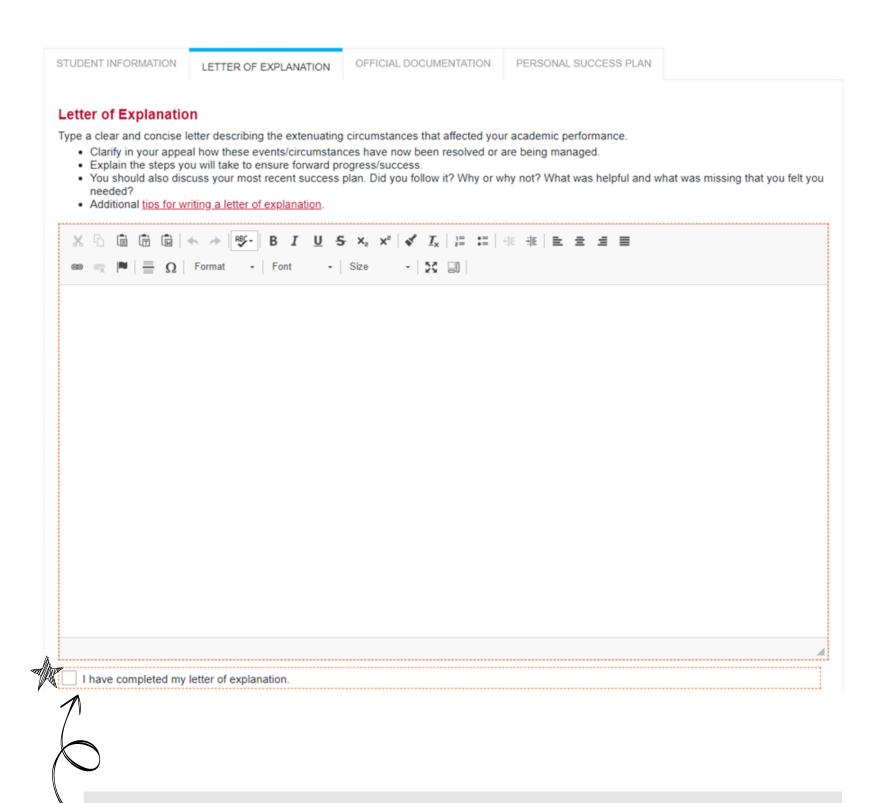
I have completed my academic suspension or have received an administrative appeal and only need a Financial Aid appeal. If checked this appeal will **NOT** be submitted to Academic Appeals.

I would like to submit a Financial Aid Only appeal.

Letter of Explanation

3.

This is where you will submit your **detailed Letter of Explanation** for the circumstances that affected your academic performance. Review *Explanation Letter Tips* for help.



You must select 'I have completed my letter of explanation' when you finish every section or you won't be able to submit at the end.

Documentation

Submit **any/all documentation** that confirms your extenuating circumstances. Your appeal will be returned without review if you fail to submit the required documentation forms listed below.

official Documentation Include all necessary documentation to support the existence of extenuating circles of extenuation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will not be a solved or are being managed. Appeals without documentation will no	considered.					
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the student is stable and ready to return to the University						
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including dates of service						
Statement from parent or family member	Upload					
eath of a Family Member						
Copy of an obituary, funeral program, or certified death certificate Statement of the relationship between the student and the deceased						
to accompany the obituary or funeral program						
	Upload					
Copy of police report or court/legal documents	<i>,</i>					
 Statement from physician, therapist or advocate on letterhead including dates of service and whether or not the student is stable and 	♠					
ready to return to the University	Upload					
erious Car Accident Copy of police report						
 Medical documentation or statement from physician on letterhead 						
including dates of service Documentation from repair company indicating seriousness of	Upload					
accident						
hanges in Employment/Unexpected Financial Difficulty Statement from Employer indicating employment change/termination Financial/Bank statements						
Financial/bank statements	A					
	Upload					
Military Service/Deployment						
 Military orders showing dates of deployment, training, or service 						
	Upload					
	Ориза					
Financial						
Financial Relevant financial statements Apartment/leasing contracts	f					
	1					
	Upload					
Other Information Upload any other documentation that may support your appeal. You may	/					
want to include the success plan you completed at the beginning of this semester as well as letters from faculty and/or staff.	•					
	Upload					
Documentation Complete						
I have uploaded all necessary documentation.						

Personal Success Plan

Complete the **Personal Success Plan**. *Part One*: the challenges you had, how you're going to achieve your goals this semester, supporting resources you'll need, the courses you plan to take with goal grades, and your academic goals for the semester.

STUDENT INFORMATION LETTER OF EXPLANATION OFFICIAL DOCUMENTATION PERSONAL SUCCESS PL	AN
Personal Success Plan	
his plan will help you:	
Reflect on past challenges and brainstorm strategies to	
overcome/resolve them Identify study strategies and academic supports/campus resources to	
enhance academic success Current cumulative Credit Complete	tion Rate percentage:
Develop concrete goals related to your academic success at SCSU in	annia peronia ger
the upcoming semester	
This is your cumulative GPA and CCI term. For financial aid purposes, you (e.g., due to academic forgiveness).	R for the most recently complete r GPA and CCR might be different
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hink about the challenges, barriers, or obstacles you have faced in the past. Write them down in the Potential Challen	
ink about what you will do to overcome these challenges. Write what will help you with these challenges in your next	academic term.
Potential Challenges What will you do to overcome these challenges?	
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*required *required *required *required Add Resource Course Goals List out the courses you plan to take next semester and your goal grade for each. Course Goal Grade A Add Course My Academic Goals for the Semester Required Must select at least one goal. Attend class daily Get my homework done early Exercise Reep up with homework Outline chapters Ask q Meet with advisor regularly Read over my notes daily Seek Meet with professors regularly Do all extra credit work Get a Eat he	ise a record of grades uestions in class help of a tutor

Academic Skills Self-Assessment

the bottom of the Personal Success Plan, fill out the Self Assessment honestly. This will help you reflect and learn what you need to be successful. At the end of this fill out the "Looking at your answers" portion to help you plan on how to be more successful here at SCSU.

lo you attend class?	Never	Rarely	Sometimes	Usually	Always	
	Mever	italely	Joineumes	Ostally	Airiaya	
lo you participate in class?	Never	Rarely	Sometimes	Usually	Always	
o you use your syllabus as a guide to each course?	Never	Rarely	Sometimes	Usually	Always	
o you turn in your assignments?	Never	Rarely	Sometimes	Usually	Always	
o you keep track of points earned on assignments and exams so you know ow you are performing in class?	Never	Rarely	Sometimes	Usually	Always	
class, is it easy for you to stay focused on learning?	Never	Rarely	Sometimes	Usually	Always	
When you have questions about course material, do you talk to the instructor?	Never	Rarely	Sometimes	Usually	Always	
When you miss a class, do you get a copy of the lecture notes from another tudent or the instructor?	Never	Rarely	Sometimes	Usually	Always	
to you read the chapter before you hear the corresponding lecture?	Never	Rarely	Sometimes	Usually	Always	
Vhile you read the course materials, do you take notes?	Never	Rarely	Sometimes	Usually	Always	
While reading, do you mark or highlight your text?	Never	Rarely	Sometimes	Usually	Always	
o better understand material you are reading, do you reflect on what you ave just read?	Never	Rarely	Sometimes	Usually	Always	
to you take lecture notes that effectively prepare you for exams?	Never	Rarely	Sometimes	Usually	Always	
low often do you study more than two days in advance for exams?	Never	Rarely	Sometimes	Usually	Always	
to you set up specific times each week to study?	Never	Rarely	Sometimes	Usually	Always	
to you spend enough time studying to be a successful student?	Never	Rarely	Sometimes	Usually	Always	
When it comes to studying, are you organized?	Never	Rarely	Sometimes	Usually	Always	
o you successfully balance your social life and study time?	Never	Rarely	Sometimes	Usually	Always	
to you use a planner/calendar to organize your daily responsibilities?	Never	Rarely	Sometimes	Usually	Always	
to you find a productive learning environment to study in?	Never	Rarely	Sometimes	Usually	Always	
low often do your work responsibilities interfere with school responsibilities?	Never	Rarely	Sometimes	Usually	Always	
When preparing for and taking exams, do you feel high levels of nxiety/stress?	Never	Rarely	Sometimes	Usually	Always	
ooking at your answers, what do you plan to do to become academically succ	cessful?					
*required						

7. Once you're **done**, the page will bring you back to the "Student Information" section. At the bottom of the page there will be an option to submit your appeal. We recommend you review before you submit your Appeal. After you submit, there will be a page that says "The form has been submitted" in the top left corner. Then you're done!



Tutoring Resources



Richard R. Green House Academic Support & Development Center (Multicultural Student Services)

(320) 308-5392 | Richard Green House sakakuk@stcloudstate.edu

The programs provide the academic support services for all students, including student-athletes and students of color at St. Cloud State University in a supportive and flexible environment.

Connect with a Tutor

The Write Place (Writing Center)

(320) 308-2031 | 117 Ruby Cora Webster Hall writeplace@stcloudstate.edu

The Write Place offers face-to-face and online writing assistance to undergraduate and graduate students.

Learn More

TRIO Support Services

(320) 308-1623 | 366G Centennial Hall trio@stcloudstate.edu

Student Support Services can provide you with a range of services including individual tutoring appointments, priority enrollment (enroll early for upcoming semester), personalized academic advising, supplemental grant aid, peer mentoring, math and science instruction, reading and writing instruction, financial literacy, accessible tutoring rooms, academic success workshops, and graduate school information/guidance.

Find Services

Find more
Information here:



Department of Languages and Cultures

(320) 308-4141 | 113 Lawrence Hall

Tutors are available for students in Spanish, German, French, and Japanese courses.

Connect with a Tutor

Herberger Business School

(320) 308-3214 | 443 Centennial Hall busadvising@stcloudstate.edu

Tutoring available in Accounting and Finance.

Connect with a Tutor

College of Science and Engineering Tutoring Center

(320) 308-2192 | 145 Wick Science Building

Free tutoring support in College of Science and Engineering classes are available to all St. Cloud State University students. Tutoring is available on a walk-in basis.

Connect with a Tutor

Tutoring.com

Tutor.com is a free online tutoring and academic support tool which allows all St. Cloud State students to access an extensive list of online tutoring. Huskies can access a tutor 24/7 in more than 40 subjects including Math, Science, Social Studies, English, AP ® Support, Foreign Language

To Access Tutor.com:

- Log into your <u>D2L Brightspace homepage</u>
- Under "Resources", select "Tutor.com" from the dropdown menu

Minnesota State has purchased 15 hours of Tutor.com tutoring for every student. To request additional hours, please <u>email University College</u>

Find Services



Student Resources



Advisors in two areas serve as a first point of contact for students who are working to return to a status of good academic standing.

Advising and Student Transitions
Centennial Hall 366
320-308-6075

Herberger Business Advising and Student Success Center
Centennial Hall 443
320-308-3214

Student Academic and Service Resources

- American Indian Center
- Athletes for Success in the Classroom
- Center for International Studies
- Counseling and Psychological Services
- Gender Violence Prevention
 Program
- <u>Lesbian, Gay, Bi-sexual, and</u>
 <u>Transgender Resource Center</u>
- Medical Clinic
- Multicultural Student Services
- Student Accessibility Services
- University Women's Center
- Veteran's Resource Center
- Write Place

Financial Aid Office Contact (320)308-2047 Administrative Services Building



Academic Appeals and
Probation Office
(320) 308-5910
aap@stcloudstate.edu
366P Centennial Hall