



ST. CLOUD STATE
UNIVERSITY

Academic Suspension Appeal Resource Guide 2023-2024

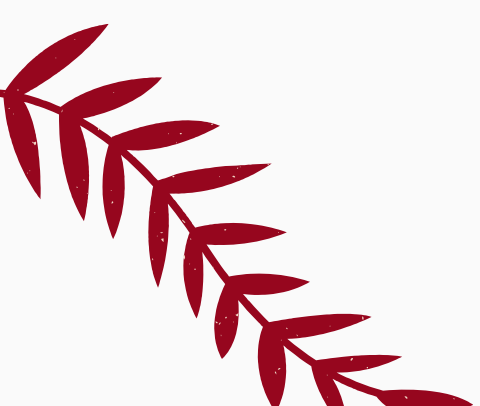


Your guide to preparing
a thorough and compelling suspension appeal



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Academic Suspension Appeal Overview

This guide is for students facing academic suspension. The appeal process encourages you to honestly reflect, plan, and address the challenges that affected your academic standing and/or financial aid eligibility at SCSU.

You are NOT alone!

We want you to know you are not alone in experiencing academic difficulties. With the proper resources and support, you can improve your academic standing at St. Cloud State University.



We are here to help you!

We sincerely care about you, regardless of the circumstances that brought you to this point. We urge you to schedule a meeting with an academic or student success advisor to create a plan to regain your academic eligibility. We can help!



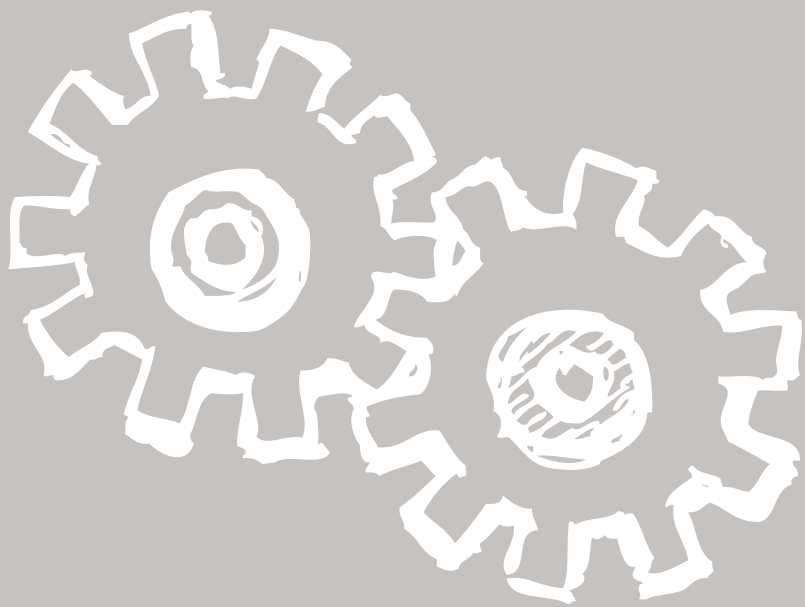
How to Prepare Your Appeal

1 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.

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.

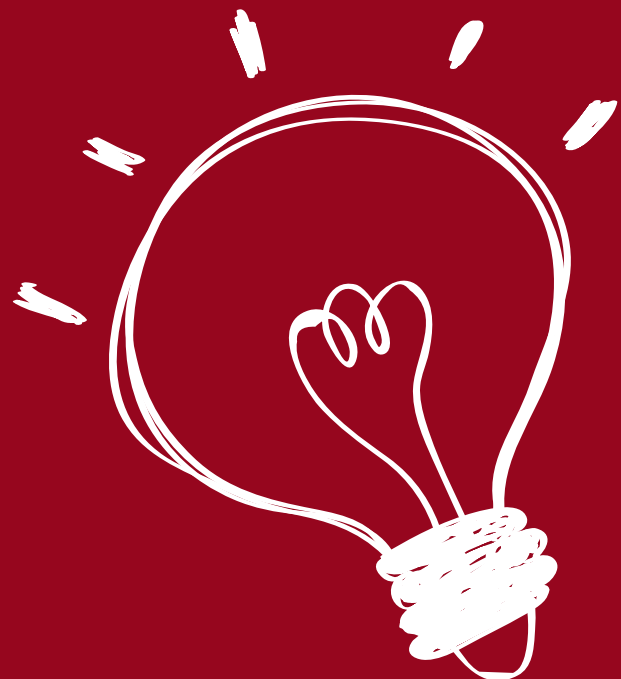


3 Get the Right Documentation

- Include all necessary documents that support your Personal Narrative.
- Appeals **without** documentation will **not** be considered.
- If your circumstances are medical in nature (physical and/or mental health), please consider using the Medical Verification Form. Your provider will complete the 2nd page.

4 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 that is relevant to your academic appeal.



5

Plan for Success

- What new study habits will you incorporate into your daily routine?
- How have you managed the challenges you faced?
- What is necessary to restore good standing?
- What courses might help you succeed?



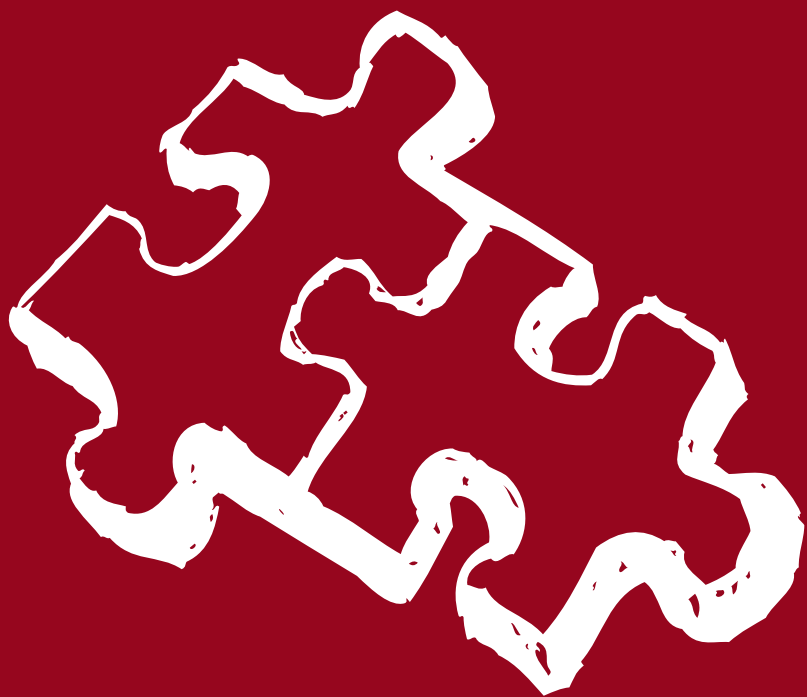
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Have a Plan B

In the event your appeal is denied, what is your alternative plan? As you prepare your plan of action, be sure to research your options to develop a sound “plan B”.

Options may include:

- Employment and volunteer services.
- Treatment for any health, mental health, or substance use issue.
- Prepare for returning (develop a schedule, etc.).



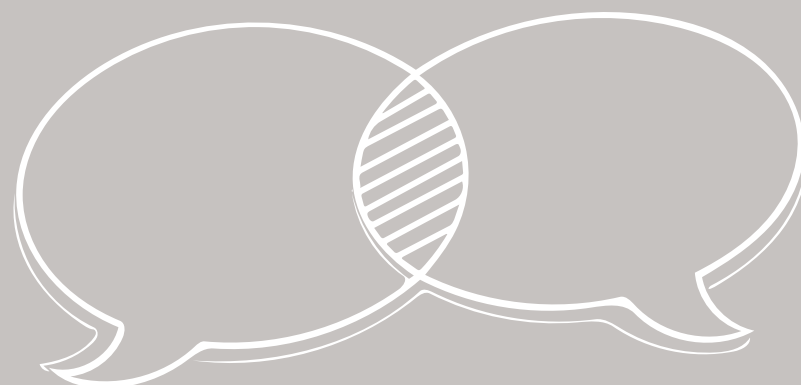
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Keep Calm, Patient, & Organized

- Take time to proofread your appeal and all documentation before you submit.
- Keep a copy of appeal materials for your records.
- Be patient with the process as each appeal must be considered individually.

We Are Here For You!

Remember, your advisor cares about your outcome and is available to meet with you! We care about your academic success at SCSU. We are here to help with appeal process or any other questions/concerns that you may have.



Tips for Writing a Letter of Explanation



The Letter of Explanation is your chance to explain the circumstances that affected your academic performance. Your written statement is an important part of the suspension appeal process. The following tips are meant to help you prepare a clear and compelling explanation letter:

Format

Suggested Letter Format:

- Date
- Professional greeting
- Subject line and body
- Complimentary closing

Length: Please limit your explanation to 150-750 words



Content

Be honest and factual. Tell us about the circumstances that led to this point. How did you get here? What have you learned?

Be clear and specific. Don't share details that aren't related to your appeal request or your main message. Do include relevant dates and event details.

Be brief. It is better to write a good, short letter than a long, drawn out narrative. Be precise and write concisely.

Be self-reflective. Explain how your situation has changed. How have you improved? What are you doing that will lead to better outcomes. Where do you need additional support?

Proofread your letter. An error-free letter makes a better impression. If you are comfortable doing so, ask a trusted friend, teacher, or advisor to read over your letter.

Pro Tips

- Make copies of your letter for your personal records.
- Be sure to submit your appeal in advance of the due date.



Tips for Writing an Explanation Letter

1) What factors contributed to your academic situation?

- Describe how these factors had a direct impact on your academic performance. Be specific. Provide any evidence that you were doing well until the circumstances occurred.
- If you didn't do well in a specific course, be very clear about what factors influenced your performance and why other courses were not affected.
- Include relevant details, be clear and concise. Take time to think about your statement and write it well.

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

- *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 or resource (counseling, academic advising, MSS, etc.).

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

- Explain the steps are you taking now and any action you will continue to take, to prevent this from happening again. It is helpful to share the names of specific people you will meet with and the resources you will use.

5) How are things/how are you different now?

- Share if and how the problem has been resolved, and if anything has changed with the factors that affected your academic performance. Share any adjustments you made to get back on track.

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

- If relevant, discuss your most recent formal success plan you completed either with your Academic Advisor or the Academic Appeals & Probation Advisor. Did you follow your success plan? Why or why not? What worked well for you and what did not? Was the success plan helpful? What would you like to change or what was missing from it?



A Sample Explanation Letter

This sample is ONLY a guide. We do not expect your letter to be formatted or worded exactly like this way. This sample will help you get started. We encourage you to share your story in the way that you are most comfortable.

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 engaged 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 supporting documentation {that confirms challenges, progress and/or resolution}.

Closing,

Signature



Supportive Documentation Requirements

Suspension appeal submissions must include documentation that verifies the circumstances shared in your letter. Here are the requirements for acceptable forms of documentation. Do **not** submit sensitive information with your documentations (e.g., social security number or the number from a medical record). **Screenshots taken from medical apps on your phone are not acceptable.**

EXAMPLES OF EXTENUATING CIRCUMSTANCE AND POSSIBLE DOCUMENTATION

This is not an all-encompassing list.

EXTENUATING CIRCUMSTANCE	SUGGESTED DOCUMENTATION
Medical/Psychological circumstances	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Medical documentation or statement from physician on letterhead including dates of service Statement from parent or family member
Death of a Family Member	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Copy of 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Statement from Employer indicating employment change/termination Financial/Bank statements
Military Service/Deployment	<ul style="list-style-type: none"> Military orders showing dates of deployment, training, or service
Financial	<ul style="list-style-type: none"> Relevant financial statements Apartment/leasing contracts

The following are NOT extenuating circumstances:

- Lack of funds
- Employment issues
- Change in marital status
- Childcare Issues
- Transportation Issues
- Lack of knowledge of university policies
- Failure on my part to meet deadlines
- Failure to complete financial aid processes
- Failure to confirm registration transactions
- Failure to follow prerequisites and placement results
- Failure to participate in class

How to Submit Your Suspension Appeal

1.

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 Star ID and password. Once you login in, the page below will autofill in your information.

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Satisfactory Academic Progress Appeal Form

STUDENT INFORMATION LETTER OF EXPLANATION OFFICIAL DOCUMENTATION PERSONAL SUCCESS PLAN

First Name: Last Name: TechID:

SCSU Email: Personal Email:

Phone:

Current Major:

Financial Aid Appeal

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.

General Appeal Instructions

A complete submission includes ALL of the items in the tabs above. SUBMISSIONS WITHOUT DOCUMENTATION AND A PERSONAL SUCCESS PLAN WILL NOT BE CONSIDERED.

Progress:

The checkboxes below will check automatically as you complete the tabbed sections of your appeal.

Letter of Explanation

Official Documentation

Personal Success Plan

2.

Once the information in the “Student Information” is correct, you will find underneath a Section for Financial Aid. If you want this Appeal form to be **shared with Financial Aid**, you **must check the checkbox**.



Financial Aid Appeal

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.

How to Submit your Appeal

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.

The screenshot shows a web form with four tabs: 'STUDENT INFORMATION', 'LETTER OF EXPLANATION' (which is selected and highlighted with a blue bar), 'OFFICIAL DOCUMENTATION', and 'PERSONAL SUCCESS PLAN'. Below the tabs, the heading 'Letter of Explanation' is displayed in red. The instructions state: 'Type a clear and concise letter describing the extenuating circumstances that affected your academic performance.' This is followed by a bulleted list of requirements: 'Clarify in your appeal how these events/circumstances have now been resolved or are being managed.', 'Explain the steps you will take to ensure forward progress/success.', 'You should also discuss your most recent success plan. Did you follow it? Why or why not? What was helpful and what was missing that you felt you needed?', and 'Additional [tips for writing a letter of explanation](#).' Below the text is a rich text editor with a toolbar containing icons for undo, redo, font color, bold, italic, underline, strikethrough, subscript, superscript, link, unlink, bulleted list, numbered list, indent, and outdent. Below the editor is a checkbox labeled 'I have completed my letter of explanation.' A hand-drawn starburst and arrow point to this checkbox.

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.

How to Submit your Appeal

4.

Submit any **documentation** that confirms your extenuating circumstances. Your appeal will be returned as **incomplete** if you fail to submit the required documentation forms listed below.

STUDENT INFORMATION	LETTER OF EXPLANATION	OFFICIAL DOCUMENTATION	PERSONAL SUCCESS PLAN
Official Documentation Include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. Appeals without documentation will not be considered. <i>*Required: At least one document must be attached.*</i>			
Medical/Psychological Circumstances <ul style="list-style-type: none">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		<input type="text" value="Upload"/>	
Personal/Family Emergency <ul style="list-style-type: none">Medical documentation or statement from physician on letterhead including dates of serviceStatement from parent or family member		<input type="text" value="Upload"/>	
Death of a Family Member <ul style="list-style-type: none">Copy of an obituary, funeral program, or certified death certificateStatement of the relationship between the student and the deceased to accompany the obituary or funeral program		<input type="text" value="Upload"/>	
Domestic Violence/Sexual Assault <ul style="list-style-type: none">Copy of police report or court/legal documentsStatement 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		<input type="text" value="Upload"/>	
Serious Car Accident <ul style="list-style-type: none">Copy of police reportMedical documentation or statement from physician on letterhead including dates of serviceDocumentation from repair company indicating seriousness of accident		<input type="text" value="Upload"/>	
Changes in Employment/Unexpected Financial Difficulty <ul style="list-style-type: none">Statement from Employer indicating employment change/terminationFinancial/Bank statements		<input type="text" value="Upload"/>	
Military Service/Deployment <ul style="list-style-type: none">Military orders showing dates of deployment, training, or service		<input type="text" value="Upload"/>	
Financial <ul style="list-style-type: none">Relevant financial statementsApartment/leasing contracts		<input type="text" value="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.		<input type="text" value="Upload"/>	
Documentation Complete <input type="checkbox"/> I have uploaded all necessary documentation.			
Save Documentation and Continue			



How to Submit your Appeal

5.

Fill out your **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 PLAN**

Personal Success Plan

This 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
- Develop concrete goals related to your academic success at SCSU in the upcoming semester

Current cumulative GPA:

Current cumulative Credit Completion Rate percentage:

This is your cumulative GPA and CCR for the most recently completed term. For financial aid purposes, your GPA and CCR might be different (e.g., due to academic forgiveness).

Challenges

Think about the challenges, barriers, or obstacles you have faced in the past. Write them down in the Potential Challenges column. In the next column, think 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?
<input type="text" value="*required"/>	<input type="text" value="*required"/>
<input type="text" value="*required"/>	<input type="text" value="*required"/>

Add Challenge

Achieving Your Goals

Goals for this semester	How do you plan to stay on track with your goals?
<input type="text" value="*required"/>	<input type="text" value="*required"/>
<input type="text" value="*required"/>	<input type="text" value="*required"/>

Add Goal

Support Resources

It is important to surround yourself with supportive resources who can encourage your success. Use the space below to list members of your current support network. (TIP: Focus less on friends and family members, and more on SCSU resources, faculty or staff, or professional's off-campus who will contribute to your academic success in the upcoming term/academic year.)

Name of Resource	This person or resource will support me in my efforts toward academic success by:
<input type="text" value="*required"/>	<input type="text" value="*required"/>
<input type="text" value="*required"/>	<input type="text" value="*required"/>

Add Resource

Course Goals

List out the courses you plan to take next semester and your goal grade for each.

Course	Goal Grade
<input type="text"/>	A ▼

Add Course

My Academic Goals for the Semester

*Required: Must select at least one goal.

<input type="checkbox"/> Attend class daily	<input type="checkbox"/> Get my homework done early	<input type="checkbox"/> Exercise
<input type="checkbox"/> Be ready for class	<input type="checkbox"/> Correct old tests	<input type="checkbox"/> Keep a record of grades
<input type="checkbox"/> Keep up with homework	<input type="checkbox"/> Outline chapters	<input type="checkbox"/> Ask questions in class
<input type="checkbox"/> Meet with advisor regularly	<input type="checkbox"/> Read over my notes daily	<input type="checkbox"/> Seek help of a tutor
<input type="checkbox"/> Meet with professors regularly	<input type="checkbox"/> Do all extra credit work	<input type="checkbox"/> Get a good night's sleep
<input type="checkbox"/> Sit in the front of the class	<input type="checkbox"/> Rewrite notes	<input type="checkbox"/> Eat healthy foods
<input type="checkbox"/> Study in advance for tests	<input type="checkbox"/> Attend study hours	<input type="checkbox"/> Manage time effectively

How to Submit your Appeal

6.

At 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.

Self Assessment

*Required: Must select an answer for each of the following questions.

Do you attend class?	Never	Rarely	Sometimes	Usually	Always
Do you participate in class?	Never	Rarely	Sometimes	Usually	Always
Do you use your syllabus as a guide to each course?	Never	Rarely	Sometimes	Usually	Always
Do you turn in your assignments?	Never	Rarely	Sometimes	Usually	Always
Do you keep track of points earned on assignments and exams so you know how you are performing in class?	Never	Rarely	Sometimes	Usually	Always
In 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 student or the instructor?	Never	Rarely	Sometimes	Usually	Always
Do you read the chapter before you hear the corresponding lecture?	Never	Rarely	Sometimes	Usually	Always
While 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
To better understand material you are reading, do you reflect on what you have just read?	Never	Rarely	Sometimes	Usually	Always
Do you take lecture notes that effectively prepare you for exams?	Never	Rarely	Sometimes	Usually	Always
How often do you study more than two days in advance for exams?	Never	Rarely	Sometimes	Usually	Always
Do you set up specific times each week to study?	Never	Rarely	Sometimes	Usually	Always
Do 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
Do you successfully balance your social life and study time?	Never	Rarely	Sometimes	Usually	Always
Do you use a planner/calendar to organize your daily responsibilities?	Never	Rarely	Sometimes	Usually	Always
Do you find a productive learning environment to study in?	Never	Rarely	Sometimes	Usually	Always
How 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 anxiety/stress?	Never	Rarely	Sometimes	Usually	Always
Looking at your answers, what do you plan to do to become academically successful?					

*required

By completing this plan, I am committing to following the guidelines created by and for myself. I understand the objectives of this form and individual academic success plan and will abide by its procedures to the best of my ability. If at any time I fall behind with my plan, I will ask for help and talk with my advisers.

[Save Plan and Continue](#)

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!



Your Suspension Appeal Checklist



Prepare Your Appeal

- Review appeal instructions and resources.
- Make note of appeal submission deadline, process timeline, registration information, and other key dates
- If needed, consult your Academic Advisor to learn more about this process
- Take time to reflect on the situation that led to academic difficulty.
- Prepare your letter of explanation.
- Prepare your 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!

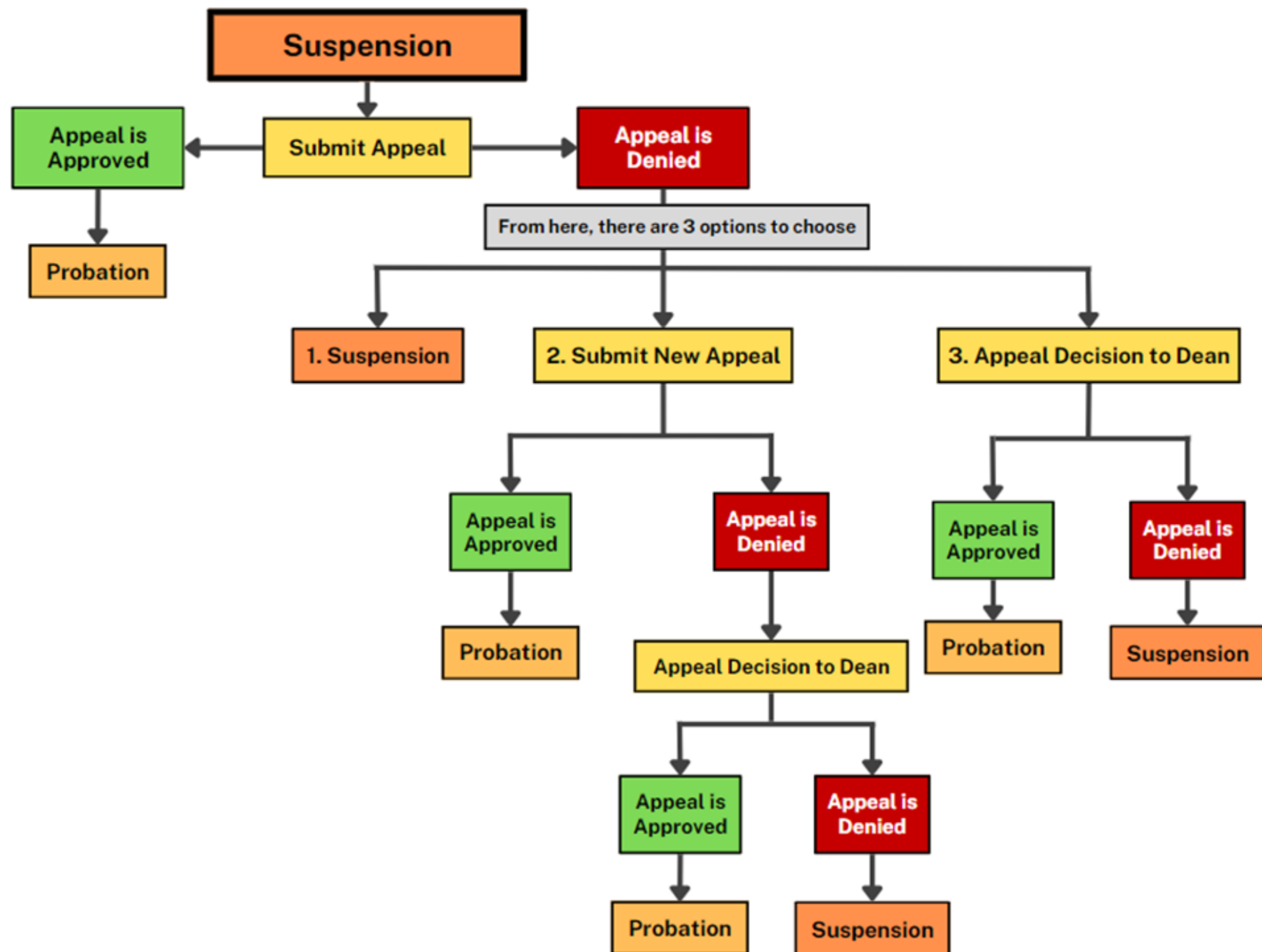
Suspension Appeal Flow Chart

What Happens After Your Appeal is Submitted

Here is a chart of the suspension appeal process. Following a review, your appeal will either be approved or denied. If approved, your standing status will become **academic probation**.

If your appeal is denied, you will have 3 options:

- 1.) Complete the suspension term
- 2.) Submit a new appeal
- 3.) Appeal the decision to the Dean





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](#)
- [Lesbian, Gay, Bi-sexual, and Transgender Resource Center](#)
- [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



ST. CLOUD STATE UNIVERSITY

Academic Appeals and Probation Office

(320)308-5910

aap@stcloudstate.edu

366P Centennial Hall



Tutoring Resources



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](#)

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](#)

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](#)

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](#)

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](#)

[Find more Information here:](#)



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