

Academic Suspension Appeal Resource Guide



How to Prepare and Submit 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.



- 1. INTRODUCTION
- APPEAL DEADLINE DATES
- 3. SUSPENSION APPEAL CHECKLIST
- 4. ACADEMIC POLICIES
- 5. HOW TO PREPARE YOUR APPEAL
- EXPLANATION LETTER TIPS
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Summer 2025 Satisfactory Academic Progress & Suspension Appeal Dates

Satisfactory Academic Progress Academic Appeals Calendar – Summer 2025

July 25	Last day of classes: Summer Block 2	
July 31	Deadline for reporting grades for Summer Block 2	
August 4	Satisfactory Academic Progress run by Records & Registration	
August 4	Dismissal, Suspension notifications sent to students via SCSU email	
August 5	Admin Appeal, Continued Probation, and Warning notifications sent via SCSU email	
August 18	Suspension Appeal Deadline (Academic and Financial Aid)	
August 19-21	Appeals Committee reviews submissions	
August 19-21	Students are notified by SCSU email of suspension appeal decisions; financial aid appeal decisions sent separately by Financial Aid	
August 22	Deadline to submit Committee decision appeals to University College Dean	
August 25	Day and Evening Classes Begin	
August 25-28	Dean reviews decision appeals	
August 29	AAP prepares Fall 2025/Spring 2026 drop list	



Your Suspension Appeal Checklist



	Prepare Your Appeal	
Revi	ew appeal instructions and resources	
	e note of appeal submission deadlines, processine, registration information, and other key date	
	eded, consult your Academic or Student Succe sor to learn more about this process	SS
	e the time to reflect on the circumstances that le lemic difficulty	d to
Prep	are your letter of explanation	
Prep	are your personal success plan	
•	are the correct supporting documents that will s circumstance	support

St	ıbmit 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 Step	S
You will receive an ema mid suspension about t transition back.	ail the
Meet with an advisor about a success plan.	
Check in with us if you have any questions!	
	5





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

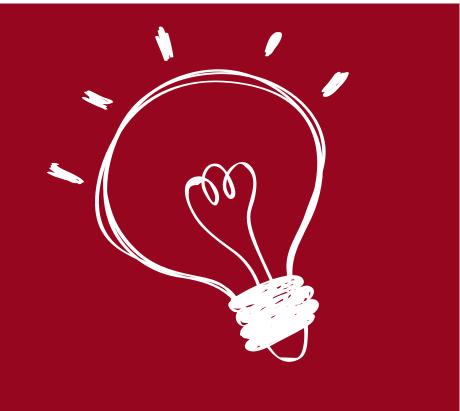
- Type a clear and concise letter describing the circumstances that affected your academic success
- See tips on how to write your letter.
- Fully explain all events and circumstances
- Explain how things are different now

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 statements Apartment/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 no necessary to supply full medical records. The provider information on this form must be returned with your appeal or academic change request.

MEDICAL VERIFICATION FORM

FOR ACADEMIC APPEALS AND REQUESTS FOR ACADEMIC CHANGE

rst Name	M	Middle Name Last			ast Name		
mpacted courses):	y MEDICAL/PSYCHOLOG		icate acade	mic ye	ear, seme	ster or indiv	idual
		Dept Ex ENGL	Number 191	Sec 01	Credits 4	Term	Year 2014
ID: Ex 000243	Course Title	EXENGL	191	01	4	SPRING	2014
1			_	_	\vdash		
2							
3							
eturn to (student chec			0(
eturn to (student chec	Probation rsity, CH210 h -4498	720 4th St. Clou	s Services d State Uni Avenue So d, MN 563 usinesssen	uth 01-449	88	ate.edu	
eturn to (student chec Academic Appeals & St. Cloud State Unive 720 4th Avenue Sout St. Cloud, MN 56301 Fax: (320) 308-5672 Email: aap@stclouds	Probation rsity, CH210 n-4498 state.edu	St. Clou 720 4th St. Clou Email: b	d State Uni Avenue So d, MN 563 usinesssen	uth 01-449 vices@	98 §stcloudst		
eturn to (student chec Academic Appeals & St. Cloud State Unive 720 4th Avenue Sout St. Cloud, MN 56301 Fax: (320) 308-5672	Probation rsity, CH210 1-4498 state.edu I Registration rsity, AS118 1-4498	St. Clou 720 4th St. Clou Email: b Other: St. Clou 720 4th	d State Uni Avenue So d, MN 563 usinesssen	versity	98 @stcloudst		

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.





Student's First Name	Student's Middle Name	Student's Last Name
Provider Name:		
Contact information: (Atta	ach card or include letterhead)	
Provider Signature:		Date:
This St. Cloud State Univer		m one or more classes or appeal an academic
Please fill out the following	g portion of this form in its entirety to	assist the student in the withdrawal process.
Medical/psychological con	dition (brief description-Submission o	of medical records not required):
Date of onset of condition	Dura	ation of condition:
Dates of visits for this cond	dition:	
In your professional op	inion would the above condition for	which you have treated the student prevent a
student from attending	g class sessions in a University setting	? Yes No
Please identify the date	es or duration for which attendance r	nay be impacted:
In your professional op	inion would the above condition for	which you have treated the student prevent
William to the second of the second of the		ove time periods? Yes No
Please identify the date	es or duration for which coursework r	may be impacted:
In your professional op	inion has treatment progressed to th	e point where resumption of coursework and
	able expectation for the student? Yes	

Click here for the **PDF Forms**

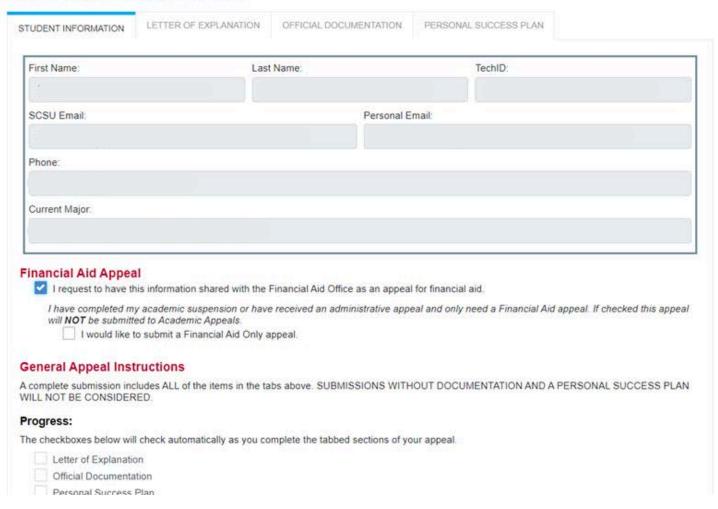
The Suspension Appeal Online Form

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 StarlD and password. After you've logged in, the page below will autofill your information.

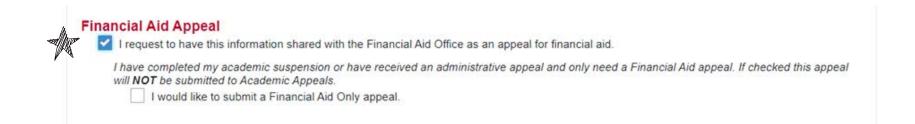


2.

Satisfactory Academic Progress Appeal Form



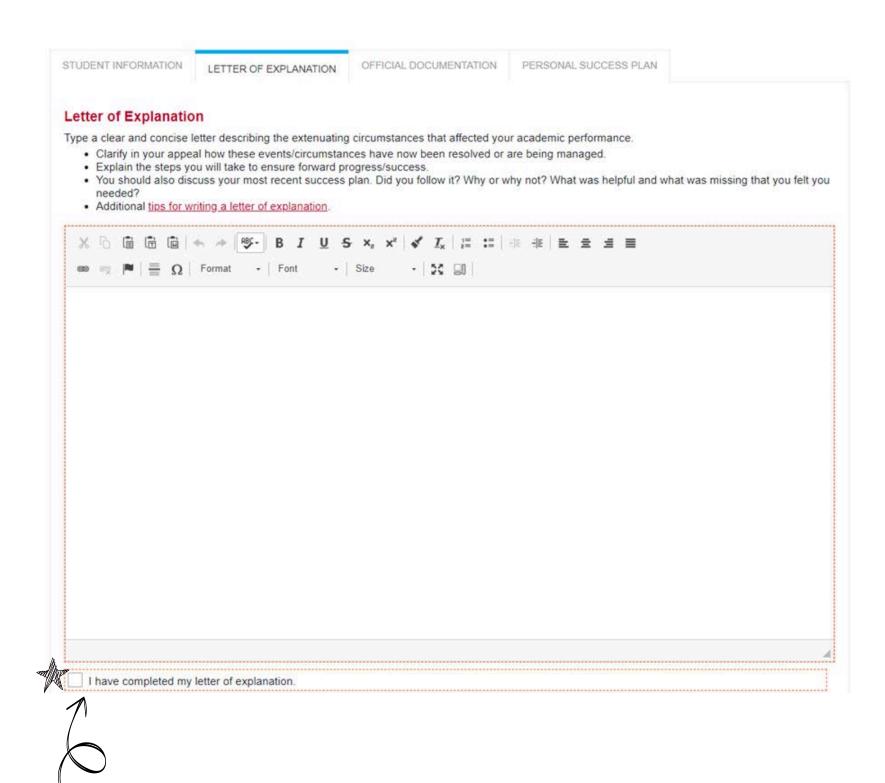
Once the information in the "Student Information" is complete, look for the checkbox underneath "Financial Aid Appeal". If you <u>also</u> want to appeal a **Financial Aid** suspension, you <u>must</u> click the checkbox.



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 clude all necessary documents of the control of the contro		f extenuating circumstan	ces described and evidence that the circumstance red.	s have been
	*Required: At i	east one document	must be attached.	
	Cl	***************************************		
therapist on letterhead	cation Form or statement from physication Form or statement from physical including dates of service and who and ready to return to the University	ether or not		
		<u> </u>	Upload	
ersonal/Family Emerg • Medical documentatio	on or statement from physician on le	tterhead		
Statement from paren			Upload	
eath of a Family Memi Copy of an obituary, for	aber funeral program, or certified death c	ertificate		
 Statement of the relat 	tionship between the student and th ituary or funeral program	e deceased	Upload	
omestic Violence/Sex Copy of police report	cual Assault or court/legal documents	,		
	ician, therapist or advocate on letter vice and whether or not the student University		Upload	
erious Car Accident Copy of police report		,		
including dates of sen	on or statement from physician on le vice repair company indicating seriousne		Upload	
 Statement from Emplo 	nt/Unexpected Financial Diffi over indicating employment change	culty /termination		
Financial/Bank statem	ments	<u></u>	Upload e	
Military Service/Deplo • Military orders show	oyment wing dates of deployment, training, o	or service		
		<u></u>	Upload	
Financial Relevant financial st		juiss		
Apartment/leasing c	contracts		Upload	
	entation that may support your appe		***************************************	***************************************
want to include the succes semester as well as letters	ss plan you completed at the beginr s from faculty and/or staff.	ing of this	_Upload	
Documentation Con	mplete			
	ecessary documentation.			

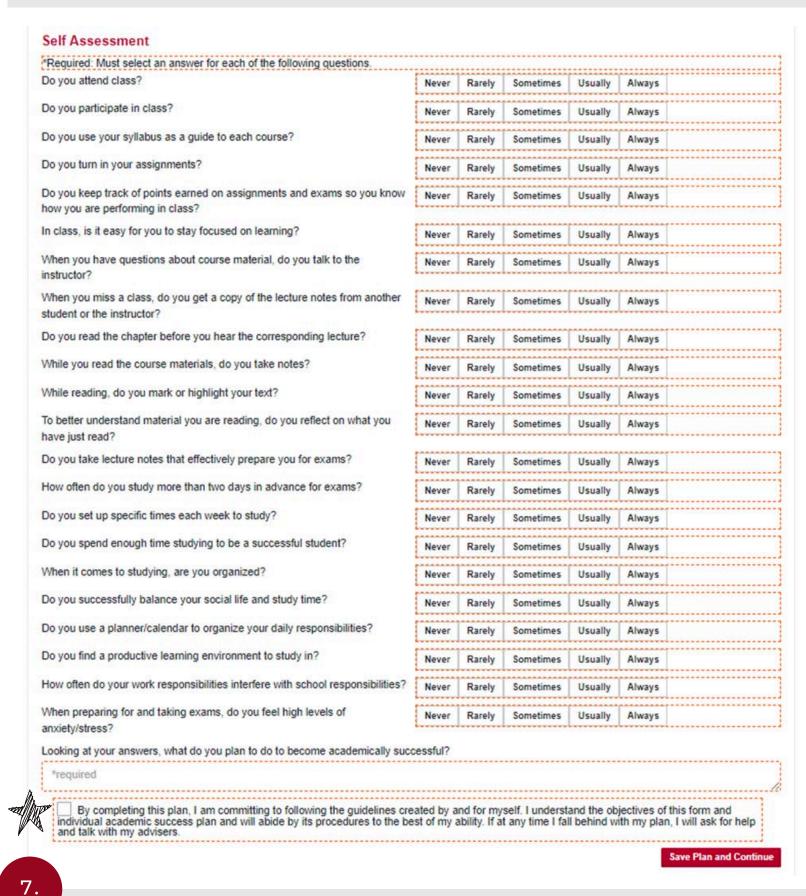
Personal Success Plan

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.

ODENT INFORMATION LETT	ER OF EXPLANATION OFFICIAL DOCUM	PERSONAL SUCCESS PLAN
ersonal Success Plan		
is plan will help you:		Current cumulative GPA:
 Reflect on past challenges overcome/resolve them 	and brainstorm strategies to	Surface Surface
 Identify study strategies and enhance academic success 	d academic supports/campus resources to	Comment and the Condition Comments of the Comm
	ated to your academic success at SCSU in	Current cumulative Credit Completion Rate percentage:
		This is your cumulative GPA and CCR for the most recently complete term. For financial aid purposes, your GPA and CCR might be different (e.g., due to academic forgiveness).
nallenges		
		Write them down in the Potential Challenges column. In the next column, p you with these challenges in your next academic term.
Potential Challenges	What will you do	to overcome these challenges?
*		
*required	*required	
*required	*required	
dd Challenge		
chieving Your Goals		
Goals for this semester	How do you plan	to stay on track with your goals?
*required	*required	
	··························/	
*required	"required	
pport network. (TIP: Focus less	f with supportive resources who can encoura con friends and family members, and more o ess in the upcoming term/academic year.)	age your success. Use the space below to list members of your current in SCSU resources, faculty or staff, or professional's off-campus who will
Name of Resource	This person or resource will su	pport me in my efforts toward academic success by:
*required	*required	·····
tennifer d		
*required	*required	
Add Resource		
ourse Goals		
st out the courses you plan to ta	ake next semester and your goal grade for ea	ch.
Course		Goal Grade
		A ¥
Add Course		
ly Academic Goals for th	he Semester	
Required: Must select at least on		
Attend class daily	Get my homework	done early Exercise
☐ Be ready for class ☐ Correct old tests		Keep a record of grades
Keep up with homework	Outline chapters	Ask questions in class
Meet with advisor regularly		
Meet with professors regu		
The state of the s		=
Sit in the front of the class Study in advance for tests	Rewrite notes	Eat healthy foods

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.



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!

GPA CALCULATOR

These GPA and course completion calculators are tools for personal use to predict your cumulative GPA and completion rate based on the information you provide. They are **not connected** to official records, and results may vary depending on your academic performance. For strategic academic planning, consult your adviser.

Press Here to go to Calculator

STEP 1:

To calculate your credit completion rate, log in to <u>eServices</u> and access your <u>unofficial transcript</u> under Academic Records. Scroll to the "Career Undergrad Summary - Semester Hours" section at the end of your transcript. Use the "Local" and "Total" lines to find the necessary details related to your academic performance at SCSU.



STEP 2: Fill in: GPA Calculation Local Cumulative GPA Credits: Local Cumulative GPA Points: Local Cumulative GPA:

This table allows you to forecast the impact of your current or upcoming semester on your academic performance. For accurate calculations, use ONLY SCSU credits with this semester forecaster.



Complete step 1 and step 2 to get the final calculations. What will my GPA/credit completion rate be after this semester? Semester GPA: Cumulative GPA: Cumulative GPA: CALCULATE



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

<u>Centennial Hall 211</u>

320-308-6075

Herberger Business Advising and Student Success Center

<u>Centennial Hall 443</u>

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
211 Centennial Hall