

SUSPENSION APPEAL INFORMATION PACKET

The following information is to assist you in putting together a strong and complete academic suspension appeal. A complete appeal includes ALL items listed in the checklist below. Please contact the Academic Appeals & Probation office if you have any questions at aap@stcloudstate.edu.

A complete appeal includes the following:

- 1) **PERSONAL NARRATIVE** – a detailed explanation of how extenuating circumstances impacted your academic success.
 - Type a clear and concise letter describing these extenuating circumstances, also describing the impact on **all affected terms** that you were enrolled. (Please see “**Tips for Writing an Appeal Statement**” located below). Explain how your academic performance was affected by the extenuating circumstances. Clarify in your appeal how these events/circumstances have now been resolved or are being managed. **See table below for examples.**
 - Things to consider - did you fully explain your appropriate cause or extenuating circumstances? This is required before any request can be considered for approval. The term “appropriate cause” means events or circumstances **beyond your control** that have substantially interfered with your ability to succeed during the semester.
- 2) **PERSONAL SUCCESS PLAN** - complete the success plan located on pages 3-5 of the appeals packet.
 - The purpose of this plan is to reflect on your past semester(s) and consider challenges as well as successes. This information will be used for your customized success plan that will be completed with the Academic Appeals & Probation Advisor upon a successful appeal
- 3) **DOCUMENTATION** – documents confirming your extenuating circumstances as well proof resolution and/or management of these
 - Appeals must include all necessary documentation to support the existence of extenuating circumstances as described in your personal statement as well as evidence that the circumstances have been resolved or are being managed.
 - If your circumstances are medical in nature (physical and/or mental health), you may want to consider using the **Medical Verification Form**. Please have your provider complete the entire form and you can upload it along with your appeal packet.
 - Examples of documentation are located on the table
- 4) **OTHER** - you may want to consider submitting the following information in support of your appeal
 - Letters of support from SCSU faculty or staff that aware of your circumstances and support your return to SCSU
 - Your academic success plan that was done at the beginning of the semester with your advisor or the Academic Appeals & Probation Advisor
 - Any other documentation that you feel is important for the Appeals Committee to know and that is relevant to your academic appeal

TIPS FOR WRITING A LETTER OF EXPLANATION/PERSONAL NARRATIVE

Your written statement is an important component of the appeals process. We encourage you to consider the following guidelines for an effective appeals statement.

1) Share what factors beyond your control contributed to your academic situation.

- Describe how these factors had a ***direct*** impact on your academic performance. Be as specific as possible. Provide any evidence that you were doing well until the circumstances occurred.
- If you performed well in other courses but not in a specific course, be very clear about what factors influenced your performance in that specific course and why other courses were not affected.
- Include as many relevant details as possible, and be clear and concise. Take time to think about your statement and write it well. Turn it in, with relevant documentation of circumstances, before the appeals deadline.

2) Do not spend a lot of time discussing the following in your statement. The committee understands that students who are appealing feel this way.

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

3) Describe the action you took at the time to address your academic issues.

- Let the committee know if you sought support from an on or off campus resource (including academic advising).

4) Describe the action you are taking now to address the issue, and your plan going forward 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) Explain how things are different now.

- Share if and how the problem has been resolved, and what (if anything) has changed about the factors which impacted your academic performance. Share any adjustments you made to get back on track.

6) Talk about your Success Plan and ones you have created in the past.

- 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?

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

For more information on the appeals process, visit

<https://www.stcloudstate.edu/universitycollege/academic-appeals.aspx>