

## Appealing your Academic Suspension

The members of the Academic Status Committee are interested in learning more about the situation that led to your academic suspension and the concrete plans you have for improving your academic performance in the next semester. To this end, you will need to complete the online appeal form. Carefully consider the following recommendations as you develop your appeal.

### Step one: Please answer the following questions:

1. Explain what happened.
  - a. Identify the academic and non-academic obstacles, challenges, or circumstances that prevented you from achieving academic success in the previous semester.
  - b. In an organized response, provide an explanation for each of the obstacles, challenges, or circumstances you identify. Here is an example for a first sentence: "There are four factors that prevented me from succeeding last semester: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_." Then elaborate on each of these factors.
  - c. Include sufficient supporting detail or evidence. For example, if you were ill during the semester, note the number of classes you missed due to your illness.
2. What help did you seek out?
  - a. This might include meeting with a professor or your advisor, working with a tutor, or seeking the support of a counselor (on or off campus).
  - b. Note when you first sought help, how often you met throughout the semester, and how helpful it was and why.
3. How much time did you spend on school work each week?
  - a. This should include the total hours you spent each week doing out-of-class work, such as completing reading assignments, studying for quizzes and exams, writing papers, working on projects or with a study group.
4. Did you miss more than three class sessions of any of your classes? Why?
  - a. Your explanation should link to one or more of the obstacles, challenges, or circumstances you describe above.
5. Did participation in athletics or Greek Life affect your academic performance? If yes, how?
  - a. If you discussed this above (number 1.), you do not need to repeat your response unless you need to elaborate further on this topic.
6. Did alcohol or drugs play a role in your academic performance? If yes, how?
  - a. If you discussed this above (number 1.), you do not need to repeat your response

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unless you need to elaborate further on this topic.

**Step two: Please provide evidence of a change in the situation** that led you to perform poorly—the things that interfered with your ability to meet deadlines, go to class, or perform your best on assignments. How have things changed?

1. Do not restate what you described in the preceding section; focus on how the issues have been resolved or improved or the circumstances changed.
2. You can discuss behavioral changes and steps you have taken to improve your situation, but it is also important for you to show self-awareness and accept responsibility for the actions that led to your academic suspension.

**Step three: Provide a specific plan** for how you will improve your academic performance. This plan should include not just your intention or desire to improve, but the concrete steps you will take to help make that possible.

1. Explain how you will deal with the obstacles you faced last semester and also how you will plan for the challenges of your courses next semester.
2. Identify specific campus (or other) services that you will seek out. These could include your academic advisor, the counseling center (or other mental health professionals), departmental tutors, or the Sagan Academic Resource Center—that is, Disability Services, the Writing Center, Academic Skills, or the Quantitative Center.
3. Explain why you will use these services and how often.
4. Your plan could include, among other actions, creating a weekly study plan, reviewing requirements for a major, creating or refining a 4-year plan, or meeting with a Career Services professional to talk about career options.

**Step four: Provide documentation** for the issues named above that can help demonstrate what happened and/or what you plan to do next semester to improve your performance. The committee usually denies appeals that arrive with no supporting documentation.

1. Supporting documents might include medical forms. They may also include letters from the following: an employer; a professor or advisor; a coach; a doctor or mental health professional showing dates of treatment and suitability for returning to school.
2. Please provide a brief description for each document you plan to send to the Registrar's Office and indicate how it will be arriving

**Step five: Reflect** on each course you took during your last semester at OWU, please give yourself a grade in each of the areas of attendance, responsibility, motivation, and meeting deadlines.