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ACADEMIC SUSPENSION APPEAL PACKET

You will need to submit this appeal if one of the following applies to you:

You are on Academic Suspension from Oakwood University and:

- ☐ Have successfully completed the terms of your suspension and believe that you are able to return to Oakwood University and be successful.

  or
- ☐ Have documented extenuating circumstance that prevented you from achieving satisfactory academic progress during your enrollment at Oakwood University.

  or
- ☐ Have documented extenuating circumstance that prevented you from achieving satisfactory academic progress during your probationary period.

To appeal your academic suspension or reinstatement, please complete the following step and submit all materials to the Center for Academic Success (CAS) department:

1. Complete the three (3) forms provided in the packet. *Failure to complete the packet in its entirety will result in your appeal being denied:*

a. The Satisfactory Academic Suspension Appeal Form
b. The Suspension Appeal Reinstatement Course Plan
c. Academic Performance Self-Assessment

2. Compose a Letter of Appeal addressed to the Assistant Vice President for Academic Administration, illustrating why your suspension appeal should be granted. *Failure to include a letter with your appeal packet will result in your appeal being denied.*

Include the following information in your Letter of Appeal:

a. What led to your deficient grades, and thus your suspension?
b. How have your life circumstances changed to now support your efforts to achieve satisfactory academic progress.
c. What will you do differently to ensure academic success if your appeal is granted.

3. Provide any documentation that supports the information provided in your written appeal (i.e. medical notes, social service letters, etc.). **Please submit photocopies of documents, you will not get this material back.**

4. If you enrolled at another institution(s) during your suspension period, request official copies of your transcripts(s) to be sent to the **Registrar's Office**. DO NOT SUBMIT COPIES of transcripts, they must be **OFFICIAL**. **Failure to disclose enrollment at another institution may result in indefinite suspension.**

5. Submit **ALL** materials to the **Center for Academic Success** department and/or **Registrar's Office** (where applicable).

Submission check list:

- ✓ Suspension appeal packet
- ✓ Letter of appeal
- ✓ Supporting Documentation
- ✓ Official Transcripts (if attended another institution)[Registrar's Office]

Results of you appeal:

- ☐ Please allow 2 weeks for your appeal to be processed.
- ☐ Once submitted, this appeal packet and supporting documentation become property of the University.
- ☐ Results of your appeal will be sent via email to the email address provided.
- ☐ All appeal decisions are final.

Satisfactory Academic Suspension Appeal Form

PLEASE PRINT

Student Name _____ ID# _____
Last Name First Name

Cellphone# _____ E-mail Address _____

Home Address _____

City _____ State _____ Zip _____

I am appealing for reinstatement for (circle): Fall Spring Year: _____

I am appealing my Academic Suspension from Oakwood University (circle): Yes No

I have submitted an Official Transcript from my previous institution(s)* (circle): Yes No*

**Failure to submit Official transcript will result in your appeal being denied*

Please select and complete the option that best describes your situation.

Bases for Appeal Option1: Completed two semester suspension period while attending another institution

I have served the mandatory **two semesters (Fall and Spring) suspension period** and would like to be considered for re-admission to Oakwood University.

To be considered you must:

1. Compose a letter of appeal addressed to the **Assistant Vice President for Academic Administration**, explaining why your suspension appeal should be granted. Include the following information:
   a. What led to your deficient grades and thus your suspension?
   b. How have your life circumstances changed to now support your efforts to achieve Satisfactory Academic Progress.
   c. What will you do differently to ensure academic success if your appeal is granted.
2. Submit this packet, any official transcripts you may have and your letter of appeal to the **Center for Academic Success**.

Bases for Appeal Option 2: Catastrophic Extenuating Circumstance

I am appealing my suspension prior to serving the one semester period because of **catastrophic extenuating circumstance**.

To be considered you must:

1. Compose a letter of appeal addressed to the **Assistant Vice President for Academic Administration**, explaining why your suspension appeal should be granted. Include the following information:
   a. What were the circumstances that prevented you from achieving Satisfactory Academic Progress. These circumstances should be supported by the documentation you provide.
   b. How have your life circumstances changes to now support your efforts to achieve Satisfactory Academic Progress.
2. Attach **COPIES** of supporting documentation for your circumstances (i.e. medical notes, social service letters, police reports, etc.)
3. Submit this packet, along with the copies of your supporting documentation and your letter of appeal to the **Center for Academic Success**.

Student Signature _____ Date _____

PLEASE SUBMIT ALL MATERIALS TO THE **CENTER FOR ACADEMIC SUCCESS**
Results of your appeal will be sent via email to the email address provided.
All appeal decisions are final.

May 2014

Suspension Appeal Reinstatement Course Plan

PLEASE PRINT

Student Name _____ ID# _____
Last Name First Name

Program of Study/Major: _____

- ☐ Please list the courses you would like to enroll in if reinstatement is granted. **This course list below will need to be approved prior to registering**. (If the course schedule is not available for the semester in which you are appealing, please indicate which courses you would like to take if available).
- ☐ You are required to participate in the **Fresh Start program** during your first semester upon returning from a suspension.

Course Code	Section Number	Course Title	Credit Hours	Begin Time	Mtg Days

If reinstated to the University, you will be considered on probation until your career GPA is above 2.0.

Student Signature _____ Date _____

OAKWOOD UNIVERSITY USE ONLY

Date Reviewed _____

☐ Approved

☐ Approved with conditions

_____ Must achieve Satisfactory Academic Progress
_____ Last chance for success at Oakwood University
_____ Must complete an Academic Success & Engagement (ASE) Plan
_____ Additional conditions _____

_____

☐ Denied

_____ Not served the minimum suspension period
_____ Pattern of past academic performance
_____ Should re-appeal after a break in enrollment of _____
_____ Records show multiple suspensions

_____ Missing Material: ☐ No letter of appeal ☐ Incomplete packet ☐ No Official Transcript on File

Academic Administration Signature _____ Date _____

Contact made with Student: Date ☐Phone ☐Email ☐In person

Academic Performance Self-Assessment

Please Print

Student Name _____ Student ID# _____
Last First

Program of Study/Major _____

What is your current career GPA? _____

What is your current Completion Rate (earned credits ÷ attempted credits)? _____

What are your overall educational goals?

_____
_____
_____

In the spaces below, list the three most significant barriers that prevented you from being academically successful, describe how the barriers affected you, and what you will do in the future to overcome those barriers.

1. Barrier: _____
Description: _____
_____
Action Plan: _____
_____
_____

2. Barrier: _____
Description: _____
_____
Action Plan: _____
_____
_____

3. Barrier: _____
Description: _____
_____
Action Plan: _____
_____
_____

Which of the following resources at Oakwood University do you plan to access should your appeal be approved?

- ☐ Career and Testing Center
- ☐ CAS Academic Counselors
- ☐ CAS Seminars and Workshops
- ☐ Disability Services
- ☐ Library
- ☐ Office of Spiritual Life
- ☐ Personal Counseling (Health Services)
- ☐ Resume/Cover Letter Writing Assistance
- ☐ Tutoring Services
- ☐ Writing Feedback

Which of the following success strategies will you utilize to improve your academic performance should your appeal be approved?

- ☐ Attend every class
- ☐ Complete all assignments
- ☐ Track assignment and exam grades for each course
- ☐ Work with a tutor
- ☐ Communicate regularly with instructors
- ☐ Find a quiet place to study
- ☐ Improve note taking skills
- ☐ Set grade goals
- ☐ Take fewer credits each semester (less than 12)
- ☐ Improve language skills
- ☐ Use a daily planner to stay organized.
- ☐ Other _____