

ACADEMIC SUSPENSION APPEAL PACKET

You will need to submit this Appeal Packet if you are on Academic Suspension from Oakwood University and one of the following applies to you:

- Have successfully completed the terms of your suspension and believe that you are able to return to Oakwood University and be successful.
- Or**
- Have documentation of extenuating circumstance that prevented you from achieving satisfactory academic progress during your enrollment at Oakwood University.
- Or**
- Have documentation of extenuating circumstance that prevented you from achieving satisfactory academic progress during your probationary period.

To appeal your academic suspension or probation, please complete the following steps and submit all materials to the Center for Student Success (CSS) located in Cunningham Hall, Room 224.

1. Complete all three (3) forms provided in this packet. *Failure to complete the packet in its entirety will result in your appeal being denied.*
2. Compose a Letter of Appeal addressed to the Dean of Student Success 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 your documents. *You will not get this material back.*
4. If you enrolled at another institution during your suspension period, request official copies of your transcript to be sent to the Registrar's Office. *Failure to disclose enrollment at another institution may result in indefinite suspension.*
5. Submit all materials to the Center for Student Success (submit transcripts to Registrar's Office where applicable).

SUMISSION CHECK LIST:

- ✓ Suspension Appeal Packet (5 pages)
- ✓ Letter of Appeal
- ✓ Supporting Documentation
- ✓ Official Transcripts (If attended another institution, submit Official Copy to Registrar's Office)

RESULTS OF APPEAL:

Please allow two weeks for your appeal to be processed. Once submitted, this appeal packet and supporting documentation become the property of the university. Results of your appeal will be sent via email to the email address provided. **ALL APPEAL DECISIONS ARE FINAL by the committee. However, further appeals must be directed to Academic Administration (i.e. Assistant Provost at Blake Center).**

PLEASE CONFIRM THAT YOU HAVE READ & UNDERSTAND THE APPEAL PROCESS BY PROVIDING YOUR SIGNATURE:

Signature: _____

Date: ____

Academic Suspension Appeal Form

PLEASE PRINT

Student Name: _____ OUID# _____

Mobile Number: _____ Email Address: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Please tell us what year and term you would like to be reinstated: _____

During your suspension did you attend college at another institution? YES _____ NO _____

If you answered yes to the question above, have you submitted an official transcript to the Oakwood University Registrar? YES _____ NO _____ **Failure to submit an official transcript will result in your appeal being denied.*

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

Appeal Option 1

I have completed two semester suspension periods while attending another institution. I have served the mandatory two semesters (FALL & 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 Dean of Student Success, 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 transcript(s) you may have and your letter of appeal to the Center for Student Success, Cunningham Hall Room 224.

Appeal Option 2

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 Dean of Student Success, explaining why your suspension appeal should be granted. Include the following information:
 - a. Identify the circumstances that prevented you from achieving Satisfactory Academic Progress. These circumstances should be supported by the documentation you provide.
 - b. Identify how your life circumstances have changed to now support your efforts to achieve Satisfactory Academic Progress.
2. Attach copies of supporting documentation for your circumstances (i.e. medical notes, social services letters, police reports, military leave, etc.)

Student Signature: _____

Date: _____

Suspension Appeal Reinstatement Course Plan

PLEASE PRINT

Student Name: _____ OUID# _____

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 by a CSS advisor prior to registering. If the course schedule is not available for the semester in which you are appealing, please indicated which courses you would like to take if available. **If reinstated to the University, your will be considered on probation until your career CPA is above 2.0**

Course Code	Section Number	Course Title	Credit Hours	Begin Time	Days

Student Signature _____ **Date** _____

OAKWOOD UNIVERSITY CSS USE ONLY

Date Reviewed _____

- Approved
 Approved with conditions

_____ Must achieve Satisfactory Academic Progress

_____ Must complete and Academic Success Engagement (ASE) Plan

_____ Additional Conditions _____

- Denied

_____ Student has 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: Please Describe _____

Contact made with Student: Date _____ Phone _____ Email _____

Academic Performance Self-Assessment

PLEASE PRINT

Student Name _____ OUID# _____

Program of Study/Major _____

Current Career GPA _____

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

What are your overall educational goals?

My overall educational goals are: _____

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.

Barrier: Study Habits

Description: _____

Action Plan: _____

Barrier: _____

Description: _____

Action Plan: _____

Barrier: _____

Description: _____

Action Plan: _____

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

- CSS Testing Center
- CSS Academic Advisors
- CSS 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 _____

PLEASE SUBMIT ALL MATERIALS TO:

THE CENTER FOR STUDENT SUCCESS

CUNNINGHAM HALL, ROOM 315

Results of your appeal will be sent via email to the email address you provided.

All appeal decisions by the committee are final, further appeals must be sent to Academic Administration (i.e. Assistant Provost for Undergraduate or Graduate Affairs)