

NORTHEASTERN STATE UNIVERSITY

POLICY ROUTING FORM

The University Policy Committee leads the review process for all proposed new or revised university-wide policies. This committee reviews and recommends edits before the policy is forwarded to the Cabinet. Academic units, administrative units, and/or individuals can propose new or revised policies by submitting this form to their appropriate Vice President's office. **Please use a separate form for each policy.**

Name of the Policy: Academic Suspension Appeal Policy Routing Form (revi

Type of Policy Review:

Attach documents as needed to address each of the following requested items.

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Change in Policy

- Current Policy
- Proposed Change(s) in the Policy (*please use track changes where applicable*)
- Rationale for Request

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New Policy

- New Policy
- Rationale for Request

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Deletion of Policy

- Current Policy
- Rationale for Request

Submitted by: Janet Kelley

Date: 10/20/2021

Department: Registrar Phone: 444-2228 Email: kelleyje@nsuok.edu

Debbie Landry
Vice President Approval for Initial Submission

10-20-2021
Date

[Signature]
Committee Approval

10/29/2021
Date

President's Cabinet Approval

Date

NORTHEASTERN STATE UNIVERSITY

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Rationale for Request

Cabinet had minor revisions of the policy:

*In DISCLOSURE STATEMENT, paragraph 2, indicate the appropriate Vice President will identify members from the Registrar's Office, Student Financial Services, Bursar's Office, Student Affairs, advisors, faculty representatives, and student representatives.

*In ACADEMIC SUSPENSION APPEAL FOR IMMEDIATE RETURN PROCESS, specify that the committee will convene within five working days of the request or within the add period of each term.

Who is the responsible department and contact information for them?

Department: **Office of the Registrar**

Contact Information: **kelleyje@nsuok.edu**

What other departments utilize or are affected by this policy?

While academic suspension decisions are independent of other processes, students should check with the bursar and financial aid to fully understand the impact of their request.

Are there any procedures that apply to or are associated with this policy?

Are there any forms that are associated with this policy?

ACADEMIC SUSPENSION APPEAL FOR IMMEDIATE RETURN

POLICY

Approved By: Under Consideration Responsible Official: Registrar's Office (918) 444-2208 registrar@nsuok.edu	History: Related Policies: Additional References: Forms: Academic Suspension Appeal for Immediate Return
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PURPOSE

The **Academic Suspension Appeal for Immediate Return** policy articulates the process through which students may appeal academic suspension to continue enrollment the semester immediately following a first suspension. An immediate return after suspension and probationary readmission provides students the opportunity to continue course work without the typical one semester hold on enrollment.

The NSU administration realizes there are times when extenuating circumstances prohibit students from making satisfactory progress during their probationary semester. The appeals process allows for the examination of individual situations where a student feels special circumstances impacted success. A decision is then made as to whether extenuating circumstances do exist. If, in the best judgment of the committee, conditions appear favorable for the student to regain satisfactory progress, the student can be approved for probationary readmission. In some cases, the student may be allowed to continue on probation with a reduced course load to be determined by the committee.

Students must maintain a 2.0 GPA each semester while on probation or raise their overall GPA to the designated level. Should students be suspended a second time, they cannot return until they have demonstrated the ability to succeed by attending another institution and raising their overall GPA to the retention standards.

If the request for immediate return is denied, a student may petition the **NSU Admission Appeals Committee** for readmission consideration *after one regular semester has elapsed*.

DISCLOSURE STATEMENT

Suspended students are removed from pre-registered courses at the time of suspension and are not guaranteed enrollment in the same courses if allowed to return on probation. Readmitted students must meet with their academic advisor to enroll in classes. This policy applies only to academic suspension. Financial aid status is completely separate and this approval in no way impacts whether or not a student will receive financial aid for the probational semester. The Academic Suspension for

ACADEMIC SUSPENSION APPEAL FOR IMMEDIATE RETURN

Immediate Return review committee includes members as identified by the appropriate Vice President from the Registrar's Office, Student Financial Services, Bursar's Office, Student Affairs, advisors, faculty representatives, and student representatives. Because of the sensitive nature of the information disclosed in the requests and discussions, those requesting immediate return despite academic suspension may request that student members not participate in the review.

ACADEMIC SUSPENSION APPEAL FOR IMMEDIATE RETURN PROCESS

Through discussions with the Registrar's Office, students may complete and submit an appeal for immediate return after being academically suspended for the first time, within the guidelines provided in the instructions and form. The committee convenes within five working days of the request or within the add period of each term to consider requests and the Registrar's Office notifies students of the decision. Decisions impacting financial aid, veteran's benefits, and the student's bill are conveyed to the appropriate office. If the process of submitting and considering the appeal is not complete prior to the last day to enroll for the new full term, the student may enroll in classes that have not yet begun such as second eight-week, weekend, and/or other short-term classes if the appeal is approved.

The following criteria are required for consideration of an appeal. Students must:

1. Submit the request as soon as possible after receiving notice of suspension.
2. Submit a statement explaining the extraordinary personal circumstances that contributed to the academic deficiencies.
3. Document hardship or extraordinary circumstances that contributed to the academic deficiencies. Documentation must be included with the request.
4. Submit a written plan for academic success. This plan should explain how circumstances leading to suspension have changed favorably for the student to regain satisfactory academic progress.
5. Submit a **potential** schedule of classes signed by the student's advisor.
6. Provide additional information or documentation if requested by the Academic Suspension Appeal for Immediate Return Committee.

The following **ARE NOT** considered hardships nor extraordinary circumstances. Requests citing these reasons will result in automatic denial:

- Lack of knowledge or misunderstanding of the [Withdrawal Policy](#)
- Denial of financial aid
- Forgetting to drop or withdraw from classes
- Forgetting that one enrolled in classes
- Student conduct circumstances or outcomes

Students receiving federal, state, or institutional financial aid, including loans or other scholarships, should contact the Office of Student Financial Services (918.444.3456, financialaid@nsuok.edu) before submitting a request to determine financial aid eligibility and how this may impact the student's future enrollment.

ACADEMIC SUSPENSION APPEAL FOR IMMEDIATE RETURN

The decision of the committee is final. Requests may be

- Approved to continue on probation while maintaining a minimum overall 2.0 GPA
- Approved to continue on probation with a reduced course load while maintaining a minimum overall 2.0 GPA
- Denied

The attached instructions and form outline provide information for students