

Name: _____ ID: _____

Address: _____ City _____ ST _____ ZIP _____

Phone Number: _____

I am applying for re-instatement for the following term: Fall Spring Summer _____
Year

The University Academic Appeals Committee is the final arbiter in the process of re-instatement after a suspension or dismissal. It is imperative that you submit sufficient documentation explaining your circumstances and detailing the specific actions you will take to improve your academic performance (refer to the helpful hints below).

The Appeal Process:

- Complete this form and submit a typed, well-written letter of request (**limited to two typed pages**) with adequate justification, academic plan, and complete documentation to the Student Business Center located on the 2nd floor of the University Center. Appeals must be submitted by the student. Appeals submitted by others (family members, faculty, etc.) cannot be accepted. If you have any questions, call 740-351-4734. Appeals must be submitted by the following dates:

Fall Semester: July 1 Spring Semester: December 1 Summer Semester: April 1

- You will receive a written response to your appeal, usually within 3 business days after the Committee's decision, so be sure to provide a complete mailing address and phone number to receive the notification.

Documentation may include, but is not limited to:

- Academic Plan. Make an appointment with Coleen Kosan <https://calendly.com/ckosan> or via email at ckosan@shawnee.edu
- Medical records/report (must include specific treatment dates and/or appointment history)
- Police records (must include date of incident)
- Military orders (including date of deployment)
- Obituary, funeral or memorial service program
- Letter(s) of support from faculty, advisor, physician, employer (on letterhead with their signature)
- All other documentation that would support your appeal

Please Note:

- Student letters must be typed and edited for spelling and grammar to assure full consideration.
- **Not all appeals are granted.** Because you have been away for more than a year does not mean that your appeal will be approved.

Student Signature_____
Date

Deliver to: Student Business Center located on the 2nd floor of the University Center
Mail to: Shawnee State University, Student Business Center, 940 Second Street Portsmouth OH 45662
Fax to: (740) 351-3435.

Appeals for Reinstatement

Eligibility

When a student is suspended or dismissed, he or she may appeal for reinstatement, but normally reinstatement will not be granted sooner than one academic year (three semesters) after your suspension, or two full years (six semesters) after your dismissal. Reinstatement may be permanently denied to students who have been previously academically dismissed.

Reinstated students must earn a term GPA of 2.0 or higher upon returning or he or she will be academically suspended or dismissed.

Helpful Hints for completing your Appeal for Academic Re-instatement

Describe in detail the reasons for your non-productive behavior that resulted in your suspension or dismissal. Be very specific. Describe your study habits, the amount of time you dedicated studying, your choice of major and the courses you took, the conditions under which you lived while attending school, your involvement in social, athletic, or other activities, such as employment, and any other documentation relevant to your poor academic performance. Documentation of circumstances could include: medical records, police records, obituary, support letters or other relevant documents.

Explain in detail what you have been doing since your suspension, including employment and/or any classes you attempted at another university/college. What were your responsibilities as an employee? How many hours did you work each week? Have you lived at home or been independent? How has this experience helped you prepare to return to Shawnee State University?

Be clear about your strategy for a successful return to the university. Do not make vague statements, e.g., "I plan to study more." Explain your choice of major and the courses you plan to take/retake. The Academic Appeals Committee encourages you to meet with your academic or college advisor to establish an academic plan. Clearly state the academic goals that you have set for yourself. Include a list of courses you plan to take your first term and why. **Please limit your appeal to two pages.**

If you have taken classes while away, contact the Registrar's Office of that institution to order an official transcript to be sent to Shawnee State University prior to the deadlines stated above. The transcript must be sent directly from that school to Shawnee State University.

Finally, your appeal must reach the Student Business Center by the deadlines stated above. Fax or mail your appeal to the fax number or address below so that it is received by the stated deadline.