

# Suspension Appeal for Reinstatement

**About this form:** To be used by undergraduates appealing for immediate reinstatement after First Suspension or for reinstatement after Second Suspension. Appeals submitted after First Suspension are reviewed by the Committee on Probation and Suspension consisting of the registrar, professional advisors and faculty members. Appeals submitted after Second Suspension are reviewed by the Dean/Director of the school student seeks to re-enter. For complete Academic Probation and Suspension policy statement see: <https://www.ius.edu/registrar/files/academic-probation-suspension-policy.pdf>

Student Name | \_\_\_\_\_ | University ID | \_\_\_\_\_ |  
Please Print Ten-Digit University ID #

IUS E-Mail Address (only): | \_\_\_\_\_ | Phone: | \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ |

Current Major: | \_\_\_\_\_ | Suspension Term: (semester & year) \_\_\_\_\_

## Preparing and Submitting Your Appeal

### Required Documents

- Completed Suspension Appeal form signed by student
- Student's Unofficial Transcript (available in Student Center)
- Personal Statement of Explanation and Plans for Recovery
- Substantiating Documentation: extenuating circumstances not evident in academic record need to be documented.
  - *Illness/Medical Condition of Student or Family Member:* Submit intake/discharge documents from hospital/care provider; or letter from your health care provider's office stating you, or family member, was or is under their care from a specific date.
  - *Death of Family Member/Close Associate:* Submit obituary or funeral home/church program identifying the deceased. In personal statement, explain your relationship with the deceased.

### Preparing Personal Statement

An appeal's success rests on the scope and quality of the Personal Statement. This is your chance to show the reviewers you have been reflective and (1) understand what went wrong that brought you to this point; (2) understand what academic support resources are available to you at IUS and how to incorporate them into a recovery plan; and (3) can articulate those understandings in writing. With that in mind, your Personal Statement should be longer than a single paragraph, but seven pages is too long. The sweet spot is between 2-3 pages, double-spaced.

To aid you in your personal success analysis, consider using the attached IU *Southeast Academic Advising Probation Self-Assessment* tool. By working through and responding to the questions on this sheet, you will bring focus to questions that only you can answer, and facilitate a targeted Personal Statement. The completed Self-Assessment worksheet is *not* a required submission as the Personal Statement is, but you may include it for review if you believe it helps substantiate your case.

### Submitting Appeal

Complete appeal packets must be *received* by the **Office of the Registrar by 4 PM on the deadline** to be considered timely. The Office of the Registrar is located in University Center South, Room 107, next to the Bursar/Financial Aid offices. Electronic submissions may be sent to [registrar@ius.edu](mailto:registrar@ius.edu).

### Signature and Certification

*I, the undersigned, certify that the statements made in this appeal and all attachments, are true and accurate to the best of my best recollection.*

Student's Signature: | \_\_\_\_\_ | Date: | \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ |

# IU Southeast Academic Advising

## Probation Self-Assessment

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ GPA: \_\_\_\_\_

Current Semester: \_\_\_\_\_ Major: \_\_\_\_\_ Current Enrollment Hours: \_\_\_\_\_

Complete this assessment and be prepared to discuss these topics with your academic advisor. The goals of the meeting with your advisor include:

- Evaluating current class schedule and making changes as needed,
- Identifying obstacles from the previous semester that impacted your academic success,
- Building a strong relationship between you and your academic advisor.

How many hours a week do you spend working: \_\_\_\_\_

How many hours a week do you spend participating in a clubs or organizations on campus: \_\_\_\_\_

Have you used any campus resources to cope with your academic difficulty? If yes, list which ones: \_\_\_\_\_

Generally describe your study habits (location, times of day, no. of hours, etc.) \_\_\_\_\_

**In reviewing your academic performance, what obstacles have impacted your grades?  Check all that apply (that you are comfortable discussing with your advisor) and circle the top 2 obstacles that have impacted your academic progress.**

<p><b><u>Academic</u></b></p> <p>_____ Ineffective study skills/unprepared for exams</p> <p>_____ Undeveloped time management skills</p> <p>_____ What worked in high school doesn't work anymore</p> <p>_____ Difficult classes/not prepared for course level</p> <p>_____ Unable to understand course content</p> <p>_____ Unable to understand professor/ conflict with professor</p>	<p><b><u>Personal</u></b></p> <p>_____ Working too many hours</p> <p>_____ Lack of motivation</p> <p>_____ Over-involved with extra-curricular activities</p> <p>_____ Stress, anxiety or tension</p> <p>_____ Health problems</p> <p>_____ Financial problems</p> <p>_____ Extenuating circumstances</p>
<p><b><u>Major/Career</u></b></p> <p>_____ Changed Major one or more times</p> <p>_____ Uncertain about major</p> <p>_____ No clear career goals</p>	<p><b><u>Family/Social Adjustment</u></b></p> <p>_____ Hard to make friends/connections on campus</p> <p>_____ Roommate or Relationship issues</p> <p>_____ Family situation/lack of family support</p>
<p><b><u>Other</u></b></p> <p>_____ please explain _____</p>	

Now, explain in detail the two most significant obstacles that affected your academic performance.

Obstacle	Explain each obstacle's impact on your success.	How can you eliminate that obstacle?
1.		
2.		

**Plan of Action**

Think about a plan of action for re-focusing. Include meetings with your advisor & instructors, tutoring, and other resources. Discuss this plan with your advisor who can offer additional ideas.

	GOAL	ACTION PLAN (dates, follow-up meetings, etc.)	AVAILABLE RESOURCES (tutoring, professors office hours)
1.			
2.			
3.			

Student Initials \_\_\_\_\_

Advisor Initials \_\_\_\_\_

Date \_\_\_\_\_