

## CLARION UNIVERSITY OF PENNSYLVANIA

### ACADEMIC SUSPENSION APPEALS PROCESS – SUMMER GUIDELINES

#### **Submitting the Appeal**

The student appealing an academic suspension, or applying for readmission after a second or subsequent academic suspension, must first submit a typed appeal to the Academic Standards Committee that is **postmarked or emailed no later than 5 p.m. by the following dates. E-mail submissions are strongly encouraged.**

**Monday, July 13<sup>th</sup> deadline for receipt of appeal** (committee review and decisions to be rendered on July 23<sup>rd</sup>) – **this appeal deadline should be used by students who are attending classes that will conclude before July 17<sup>th</sup> (grades will be available for inclusion in the student’s appeal folder).**

**Thursday, August 6<sup>th</sup> deadline for receipt of appeal** (committee review and decisions to be rendered on August 19<sup>th</sup>) – **this appeal deadline should be used by students who are attending summer classes that do not conclude until after July 17<sup>th</sup> (grades will be available for inclusion in the student’s appeal folder).**

**You must indicate in your appeal exactly which of the above dates you wish for your appeal to be considered.** Failure to do so will result in the committee reviewing your file based upon your potential summer school enrollment as explained above. Students who are not enrolled in any summer classes may select either of the above appeal deadlines. **Note: For students not enrolled in summer school - if an appeal date is not selected, the appeal date closest to the date upon which the student’s appeal was received will be used.**

Since the appeal process is by written appeal only, you must include a **thorough** explanation of why you feel your academic performance has declined and the steps you plan to take in order to improve your performance if you are readmitted. Please refer to the additional guidelines below.

**Email address for Submitting Appeals:** acadaffairs@clarion.edu

**Address for Submitting Typed Appeals:** Chairperson, Academic Standards Committee  
Clarion University of PA  
115 Carrier Administration Building  
840 Wood Street  
Clarion, PA 16214

Upon receipt of your appeal—electronic or via the postal service—you will receive an e-mail at your iClarion e-mail account indicating receipt as well as confirming the date upon which your appeal will be considered.

#### **Information to be Included in the Typed Appeal**

1. Each student should indicate why her/his academic performance was so poor.
2. Each student should provide a statement outlining how he/she expects to improve academic performance and how she/he will correct the problems stated above.
3. The student's projected course of study should be clearly delineated. If a change of major is planned, this should be noted.
4. If the student is returning to school after a period of suspension, a statement indicating what has been done since the last dates of attendance at Clarion (e.g., employment, coursework at another institution) should be included.
5. Appropriate independent documentation should be included in the student's appeal. Examples of such documentation include, but are not limited to, transcripts of coursework at other institutions, medical records, counseling records, police reports, court documents and letters of reference.
6. The Academic Standards Committee will consider other statements and supporting evidence that the student wishes to provide.
7. The decision of the Academic Standards Committee will be based entirely upon the student’s written appeal, any supporting documentation provided as of the appeal deadline, and the student’s academic transcript.

#### **Decision of the Academic Standards Committee**

The Academic Standards Committee will review typed appeals received by the deadlines listed above on **July 23<sup>rd</sup>** and **August 19<sup>th</sup>**. Decisions will be sent by email to the student’s iClarion account within one day of the review and a follow-up letter will be sent to the student’s permanent address as it is recorded on the student’s Personal Information Form (PIF) within one week. Instructions for updating the PIF can be found on the registrar’s homepage at [www.clarion.edu/registrar](http://www.clarion.edu/registrar) (click on Personal Information).