

ACADEMIC SUSPENSION APPEALS PROCESS – SUMMER GUIDELINES
(This is not an appeal for reinstatement of eligibility for federal financial aid.)

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. on Monday, August 6, 2012.** E-mail submissions are strongly encouraged.

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 Eagle e-mail account indicating receipt as well as confirming the date on 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 deadline listed above on **August 20, 2012.** Decisions will be sent by email to the student's Eagle email 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 MyClarion account within one week. Instructions for updating your address can be found on the MyClarion student documentation page at: <http://www.clarion.edu/240460/>