

University of Central Arkansas Academic Suspension Appeal Forms

Description of the Forms and Process

What is the purpose of these forms? Students who receive notification from the university that they are being placed on a second or third academic suspension should fill out these forms if they wish to appeal their suspension because they believe they...

1. have a documentable, mitigating circumstance beyond their control that led to a disruption of their studies
2. and can provide evidence that they have corrected or can correct the circumstance that led to their suspension.

What happens after the forms are submitted? A student seeking an appeal will scan and e-mail, fax, or mail the student form and accompanying documentation to the Registrar's Office in McCastlain Hall. The Registrar will then forward the packet to the UCA Academic Adjustments and Appeals Committee (AAA Committee), whose members include the Registrar and faculty representatives from each college of the university. The advisor will forward the advisor form to the Registrar's Office via campus mail after meeting with the student. All forms and supporting documentation are due (7) business days prior to the first day of classes of the semester in which the student wishes to enroll.

The Chair of the Committee may then communicate with the advisor to ask questions about the appeal. Additionally, the Committee will be given copies of transcripts for review. The advisor may appear before the Committee by request of the Committee or the student.

The student will be notified of when the committee will meet to consider their appeal. On that date, the student may appear before the committee to explain their circumstance and the documentation they have provided as well as any further information they believe the committee members need in order to consider their appeal.

Documentation That MUST Be Included with Your Appeal Form:

1. The completed student form (see page two).
2. A typewritten business letter addressed to the committee that describes the following:
 - The mitigating circumstance beyond your control which you believe resulted in your poor academic performance. Examples of mitigating circumstances may include medical, financial, legal, or employment issues as well as disruptions in family life.
 - How you plan to change and improve your future situation so this type of challenge does not interfere with your academic progress again.
 - How you would handle this type of situation differently in the future and what you learned from this experience.
3. A completed and signed Advising Session Form from your academic advisor (see page three). NOTE: It may be difficult to schedule a meeting with your advisor during breaks. Give yourself plenty of time to contact your advisor. If you are unable to reach her/him, contact the chair of the department in which you are majoring.

Documentation You Might Consider Providing:

- Evidence that your circumstance was significant enough to truly affect your studies (a letter from an employer, fire department reports, accident reports, a doctor's description of your condition)
- Evidence that your situation has been resolved or you have taken steps to ensure you are in a better position to succeed academically (a letter from a professor, employer, any authority who has worked with you recently and can attest to the improvement of your circumstance).

NOTE: It may be difficult to schedule a meeting with an advisor during breaks, so give yourself plenty of time to prepare. If you cannot reach your advisor, call the chair of the department in which you are majoring and ask for assistance.

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Student Form

Instructions: Please fill out the form below and submit it with your documentation to the Registrar's Office in McCastlain Hall no later than seven (7) business days prior to the first day of classes of the semester in which you wish to enroll.

Last Name:	First Name:	Middle Initial:
Student ID #:	Cumulative GPA:	Credit hours completed:
Street Address:	City, State, Zip:	
UCA E-Mail Address:	Other Active E-Mail:	
Phone #: () -	Major:	Major Advisor:

Current Suspension: 2nd 3rd

Have you Attended UCAN? No Yes If yes, what semester? _____

By submitting this form, I am indicating that the members of the AAA Committee will access and review my academic record and supporting documentation to determine if there are mitigating circumstances that are sufficient to overturn my academic suspension status. I understand that my appeal will not be considered until I have submitted all of the forms and supporting documents as noted in the instructions above.

<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student's Signature	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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By signing below, I am indicating I understand the AAA Committee Chair has a right to speak to my advisor and that my advisor may appear before the Committee at my or the Committee's request.

<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student's Signature	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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By signing **one (1)** of the boxes below, I'm indicating my desire to appear or not to appear before the committee.

I wish to appear before the committee on the date my appeal is reviewed. I understand that if I fail to appear, my request will not be considered.	
<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student's Signature	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

I do not wish to appear before the committee and understand my documentation will be the sole consideration for my appeal.	
<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student's Signature	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Petitions and supporting documentation must be received in the Registrar's Office in McCastlain Hall at least seven (7) business days prior to the first day of classes of the semester the student wishes to enroll. No appeal will be considered until all forms and documentation has been received.

UNIVERSITY OF CENTRAL ARKANSAS
ACADEMIC SUSPENSION APPEAL

ADVISOR FORM

Instructions for Students: Please meet with your advisor to review the statements below and initial the statements to indicate you understand the information your advisor provides.

Instructions for Academic Advisors: The student you are meeting with today has been notified by the University that he/she has been placed on a second or third academic suspension. The student believes that he/she should appeal the suspension to the Academic Adjustments and Appeals Committee, whose charge is "to review atypical cases in which rigid application of university academic regulations might result in an injustice to an individual." Please assist the student in completing this form and return it to the Registrar's office via campus mail no later than (7) business days prior to the first day of classes of the semester the student wishes to enroll. **THIS FORM IS NOT TO BE RETURNED TO THE STUDENT.**

I certify that this student and I have:	Advisor's Initials	Student's Initials
Reviewed the student's academic history.		
Reviewed the retention criteria and standards in the <i>Undergraduate Bulletin</i> , "Academic Records" Section 8, concerning academic suspension: www.uca.edu/ubulletin/02/205.html		
Discussed the student's specific obstacles to academic success: time management, lack of organization, lack of study skills, test anxiety, family issues, working too many hours, etc.)		
Referred the student to the appropriate student support services available: instructors/professors, the Academic Success Center, Career Services, the Counseling Center, Disability Support, Student Health, the Writing Center.		
Discussed the University's grade forgiveness policy.		
Discussed the University's 2.0 GPA policy for graduation and estimated how many classes and grades would be required to achieve this.		
Outlined an academic plan for the student that would lead toward graduation.		
Explained to the student that he/she has a right to appear before the Academic Adjustments and Appeals committee on date their appeal is heard.		
Reminded the student that the Committee Chair may communicate with the advisor for clarification and that the Committee will receive the student's transcript for review. Additionally, the advisor may appear before the Committee at their or the student's request.		

Advisor's Name (Please print: _____)	
X _____ Advisor's Signature	_____ Date

This form must be received in the Registrar's office in McCastlain Hall at least seven (7) business days prior to the first day of classes of the semester in which the student wishes to enroll. THIS FORM IS NOT TO BE RETURNED TO THE STUDENT.