

APPEAL RESOURCE GUIDE: ACADEMIC SUSPENSION

EAST CAROLINA UNIVERSITY
OFFICE OF THE REGISTRAR



Learning of your academic suspension can create feelings of apprehension and uncertainty, especially if you don't know what to do next. This resource guide is intended to help you navigate the academic suspension appeals process and prepare a thorough and thoughtful appeal.

If at any time you are unsure of the process, you may reach out to our office for assistance.

Academic Services–Office of the Registrar

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[Student Academic Appeals](#)

You've been
academically
suspended...

NOW WHAT?



HOW IS ACADEMIC SUSPENSION DETERMINED?

Students at East Carolina University are expected to be in Good Academic Standing. For students to be considered in Good Academic Standing, a cumulative GPA of 2.0 is required. If a student fails to meet Good Academic Standing, he or she will be placed on academic warning, probation, or suspension as detailed below.*

*Exception to the minimum GPA policy: An undergraduate degree-seeking student enrolled in 12+ attempted hours during his or her first semester (fall or spring) will be academically suspended if he or she receives a GPA of 0.0 (including "I" incomplete grades) for that semester.

Academic Standing

1. A student whose cumulative GPA falls below a 2.0 is placed on warning.
2. If, at the end of the semester that the student is on warning, the cumulative GPA remains below a 2.0, the student is placed on probation.
3. If, at the end of the semester that the student is on probation, the cumulative GPA remains below a 2.0, the student is suspended from the university unless the student's GPA for that semester is at least a 2.5, in which case the student remains on probation instead.
4. A student whose cumulative ratio of completed to attempted hours falls below 80% will receive a warning and an academic progress alert.

Policy	Good Standing as measured by:	End of Semester 1	End of Semester 2	End of Semester 3
Academic Standing	GPA = 2.0+	Cumulative GPA < 2.0 = WARNING	Cumulative GPA < 2.0 = PROBATION	Cumulative GPA < 2.0 = SUSPENSION (1 semester)

More information regarding Academic Eligibility Standards can be found in the [Undergraduate Catalog](#).

WHO DECIDES THE OUTCOME OF YOUR APPEAL?

Appeals for academic suspension are reviewed by the [Student Academic Appellate Committee \(SAAC\)](#). The committee is comprised of nine faculty members from academic units across ECU and representatives of the Chancellor, Provost, Faculty Senate, Chair of the Faculty, and the Student Government Association.

The committee meets on the first Wednesday of each month (except July). Appeals for academic suspension are considered at the January and August committee meetings, just prior to the start of the term.

Committee members give serious consideration to each appeal for academic suspension and they evaluate each appeal on its own merits. The committee's meetings are closed to the public and confidential by federal law, specifically, the [Family Educational Rights and Privacy Act \(FERPA\)](#). Only the committee's final decision is recorded in the meeting minutes. Committee members will not discuss their deliberations with student-appellants and/or their parents, representatives, etc.

The suspension appeals process is not a formality and no appeal submission is ever guaranteed to be approved. An approved appeal is the only avenue by which a student may receive an exception to attend school during their semester of academic suspension.

All decisions of the committee are final.
**There are no further appeal options or
reconsiderations.**

HOW TO PREPARE YOUR APPEAL

1. LETTER OF APPEAL & SUPPORTING DOCUMENTATION

- Describe any extenuating circumstances and their impact on your academic performance.
- Reflect on and share how you responded to the situation(s).
 - What resources did you utilize, both on and off campus?
 - Did you maintain communication with your advisor during this time?
- Include documentation to substantiate your extenuating circumstances.

2. PLAN FOR SUCCESS

- Create a plan for future academic success.
 - How have you resolved the challenges you have faced?
 - What new study habits/routines will you incorporate?
 - Do you understand what is necessary to restore good academic standing?
 - What specific courses might facilitate your success?

3. HAVE A PLAN B

An approved appeal is not guaranteed, so it is best to have an alternative plan in place.

- Seek treatment for any health, mental health, or substance abuse issues.
- Complete courses at other institutions (if you choose to do this, please be sure to familiarize yourself with the [readmission policies](#)).
- Consider employment opportunities and volunteer service.

4. BE ORGANIZED & PRACTICE PATIENCE

- Be sure to proofread your appeal thoroughly before submitting.
- Keep a copy of your appeal submission, which includes your Letter of Appeal, Plan for Success, and all Supporting Documentation.
- Notification of the committee's decision will be emailed to you within 24 hours of the meeting.

****Please note that a Financial Aid Satisfactory Academic Progress Appeal (SAP) is a separate appeal done through the Financial Aid Office. More information can be found on the Financial Aid website:**

[Financial Aid SAP Policy](#)

WRITING YOUR LETTER OF APPEAL

The letter of appeal is your only opportunity to fully explain your particular situation and the extenuating circumstances that have led to your academic difficulty.

FORMAT

Your letter of appeal should be a formal, typed, professional letter to include the following:

- Current date
- Professional greeting
- Subject line and body
- Complimentary closing
- Signature

Basic sample letter templates can be found in Microsoft Word.

CONTENT

- Keep it brief. Explain your circumstances concisely and only include details that are relevant to your appeal. Include dates, as appropriate.
- What have you learned from the circumstances that have led you to this point? Detail the steps you've taken to resolve these issues.
- Proofread your letter for grammatical errors and misspellings.

WRITING YOUR PLAN FOR SUCCESS

The Plan for Success includes your goals for future academic success and personal wellness, while also demonstrating your understanding of the actions necessary to restore good academic standing.

FORMAT

- Your Plan for Success should be typed and no more than one page in length.
- Use the format that best suits you (paragraph, bulleted list, chart) as long as it effectively outlines your goals and plan.

CONTENT

- Be specific. Include goals that are attainable, relevant to your situation, and time-based.
- Develop a tentative course schedule. How will these courses assist you in reaching your academic goals? It may be helpful to consult with your academic advisor when creating your course schedule.
- Have you developed new study habits? What campus resources will you use? What specific steps have you taken to resolve any extenuating circumstances?

SUPPORTING DOCUMENTATION

Appeal submissions that lack supporting documentation are less likely to be approved. Be sure to redact sensitive information, as appropriate (i.e. social security number, medical record number, banking information).

ACADEMIC

- All relevant email communication with advisor, course instructor, or TA who can attest to your use of office hours or other academic resources.
- Official transcript that confirms recent grades for courses taken at other institutions.

PHYSICAL/MENTAL HEALTH

- Letter from doctor/mental health provider that details treatment received and shows support of continued enrollment.
- Appointment history/medical records (**Please note that a letter from the physician is preferred**).
- Copy of psychoeducational evaluations (i.e. ADHD, testing anxiety).
- Copy of obituary if you experienced the loss of a loved one.

EMPLOYMENT/FINANCIAL

- Letter of support from employer that contains work schedule and hours worked.
- Deployment information (for military-affiliated students).
- Apartment/leasing contracts.
- Relevant financial statements (please redact social security number, account numbers).
- Police reports or court documents, as appropriate.
- Photos of damage incurred in instances of natural disaster, car accident, etc.

HOW IS MY APPEAL EVALUATED?

The Student Academic Appellate Committee (SAAC) evaluates each appeal on both content and the quality of the information presented in the Letter of Appeal, Plan for Success, and Supporting Documentation. Items taken into consideration include the following:

- Appropriate documentation to support circumstances cited in the Letter of Appeal.
- Resolution of issues that led to current academic standing.
- Completion of previous academic interventions.
- Engagement with resources and support, both on and off campus.
- Specific and realistic Plan for Success.
- Demonstrated academic improvement.
- Review of current ECU transcript.

Please keep in mind that both content and quality inform the committee's decision. **These two are not mutually exclusive.** The decision of the committee is **final.**

HOW TO SUBMIT YOUR APPEAL

- Complete the online [Student Academic Appellate Committee Appeal Form](#).
- Email your Letter of Appeal, Plan for Success, and Supporting Documentation to CAS@ecu.edu.
- Please note the appeal submission [deadline](#), as appeals received after this date cannot be accepted or reviewed.
- Students are not permitted to attend the appeals meeting.

AFTER THE MEETING

- Notification of the committee's decision will be emailed to you within 24 hours of the meeting.
- The decision of the committee is **final**.
- If your appeal is not approved, you must apply for readmission for the next term in which you desire to attend. Please visit the Undergraduate Admissions website for [readmission information](#).

**Still have questions? Contact us at
252-328-6077 or CAS@ecu.edu.**