



Instructions for Suspended Students

Suspension from Oregon State University is a serious academic matter. Consequently, students must either:

- leave the university for two years; or
- go to a community college and take 24 new transferable credits with a 2.5 GPA or better. Please work with your academic advisor so that the classes you take at the community college will benefit you when you return to OSU.

Students with **significant** extenuating circumstances may petition the Faculty Senate Academic Standing Committee. The extenuating circumstances must have been demonstrably corrected and students must provide documentation of the problem and the solution. Reinstatement is not automatic. Students must have the support of their department and college head advisor to petition. To petition for reinstatement, a suspended student must do the following prior to petitioning the Academic Standing Committee:

- Complete a **petition form** (if you have not already received one contact the Registrar's Office to obtain one). Once you have completed all the steps, request your academic advisor to sign it (see below).
- Write a **personal statement** outlining the circumstances that led to your poor academic performance and what you have done to remedy the situation.
- Complete the **Academic Performance Agreement** (if you do not have a copy of one contact your head advisor's office).
- Contact your academic advisor and see if she or he will write a **letter of support** for you. In some colleges, you will need the support of the advisor in your major department or school. In other colleges, you will need the support of a head advisor in the college advising office.
- Work with your advisor to devise a **three-term academic plan** to help rectify your situation if you are reinstated. Enter the agreed upon plan into the area provided on the **Academic Performance Agreement** form.
- Assemble medical reports, letters from physicians, or other **documentation** that substantiates your extenuating circumstances.
- Obtain **letters of support** from other faculty or staff, if appropriate.

The following students might be supported by their department/school and college for reinstatement:

- Students who have significant and extraordinary circumstances that led to their poor performance and if the circumstances have been remedied.
- Students who have support from their major academic advisor and who can provide a letter written by the departmental/school advisor co-signed by their college's head advisor.

Students who were previously suspended and did not comply with the terms of the Academic Performance Agreement will **not** be supported for reinstatement.

Attached is the Academic Performance Agreement, which is a contract between you and your major academic unit. Complete this contract with your major advisor and sign it. The head advisor of your college will also need to sign it. By signing this contract, you are agreeing to alter your academic status from suspension to good standing.



Petition for Exception to OSU Reinstatement Regulations

Contact Registrar's Office for deadlines to submit this form.

Name: Last First Middle Initial OSU ID #:

Address: Phone:

Students academically suspended from the university will be considered for reinstatement to the university after two years or after completion of a minimum of 24 quarter credits of transferable college level work at an accredited college or university with a GPA of 2.5 or above.

Conditions for Requesting an Exception to the Regulations

The Faculty Senate Academic Standing Committee (ASC) is responsible for enforcing the regulations governing Academic Standing (Academic Regulation 22) and has the authority to grant exceptions and develop guidelines for the administration of these regulations. The ASC considers requests for exceptions to the Reinstatement Rules only in those rare situations in which all four of the following conditions are met: (1) the poor academic performance was the result of extraordinary circumstances that have been demonstrably corrected or substantially addressed, and should no longer adversely influence the student's academic performance; (2) the head advisor of the student's college, or the student's academic advisor, in consultation with the head advisor, is willing and able to argue convincingly that the student has a strong probability of completing the degree program to which the student would be reinstated; (3) in addition to the poor academic performance, there is also evidence in the academic record of an ability to make timely progress toward completion of a degree program; and (4) the student provides a proposed schedule and a detailed plan to foster academic improvement, which have been reviewed and endorsed by the head advisor. Requests for exception meeting the above criteria may or may not be granted.

Petition Procedures:

- Read the letter from the Director of the Academic Success Center, regarding the Academic Success Program. If your petition for early reinstatement is approved you must participate in the Academic Success Program.
Complete all instructions on this form. Answer the following:
I was suspended at the end of Term, 20. I wish to be reinstated for Term, 20.
I was registered in the Academic College of
Upon reinstatement I wish to be registered in the Academic College of Major:
(Students wishing to be reinstated to a different college must fill out and include an Undergraduate Change of Academic Program form with this request.)
I have / have not (circle one) attended an accredited college or university since my suspension from OSU.
(Please provide a list of institutions and dates of attendance. Official transcripts are required to be submitted with this form).
Attach a signed Academic Performance Agreement (see below).
Attach a proposed class schedule for the next three terms signed by your advisor.
Attach your letter to the Academic Standing Committee. (Students should justify being granted an exception according to the guidelines listed above. Explain prior poor performance. Discuss changes to ensure improvement.) Also, attach any available supporting documentation to verify the medical emergency or other unusual circumstance identified by the student as responsible for the poor performance. Please limit your letter to one page in length.
Attach a letter from your head advisor, or academic advisor in consultation with your head advisor. (Advisors should discuss graduation potential, plans for fostering academic improvement, what steps the college is able to take to assist this student, and why they think you warrant an exception to existing policy or would not benefit from time or course work away from OSU. If you are a senior, the advisor is requested to state the number of terms/credits needed to graduate.)
OPTIONAL: Attach letter(s) from representatives of other recognized university academic support programs or services.
DEADLINE: Submit all papers to the Office of the Registrar. All documents must be submitted by noon at least one business day prior to your hearing with the Academic Standing Committee. Contact the Registrar's Office (102B Kerr Administration Building; 541-737-4048) for current meeting availability.
Schedule your hearing with the Academic Standing Committee through the Registrar's Office. Hearings are held throughout the term, between terms, and, if necessary, during the first few days of each term. Visit the Registrar's website http://senate.oregonstate.edu/academic-standing-committee for meeting schedule. No reinstatements are made for term after the first week of that term. Head advisors or other university support mentors are strongly encouraged to attend this meeting.

If ASC reinstates you, you will receive conditions for your reinstatement that will include participation in the Academic Success Program. You will be charged a reinstatement fee by the Registrar's Office.

Head Advisor/Asst. Dean Signature Date (Head Advisor must countersign departmental advisors' signatures.)

Student Signature Date



Academic Performance Agreement

Attach letter of support from academic advisor and your letter.

I, _____, agree to abide by the following terms as determined by my academic advisor and myself. I realize that these terms are the result of my academic suspension from the university. I understand that failure to adhere to this agreement will jeopardize my continued enrollment as a student in the College of _____ at Oregon State University. I realize that these terms are provided with the intent to help me become successful in my academic career at OSU.

Class Enrollment

My advisor and I agree that I will be successful in the following classes:

Term/Yr:	Cr	Term/Yr:	Cr	Term/Yr:	Cr
ALS 116 Academic Success*	2				
Limit Credits to		Limit Credits to		Limit Credits to	

*Academic coaching may be substituted if 116 does not work with schedule or with advisor approval.

As a senior, I will list the remaining classes I need in the Baccalaureate Core, college core, and my major in order to graduate:

Class Assignments (Initial all three.)

- I will attend all class sessions in the above course(s). _____
- I will complete all classroom assignments and submit them on time. _____
- I will meet with my professors when I have questions about the class. _____

Academic Advising

I will meet with my academic advisor to review my academic progress _____ times during the term.

Advisor: _____
Date: _____
Time: _____



Counseling (if appropriate)

I will meet with a career services counselor for career exploration and degree selection during the term.

Counselor: _____

Date: _____

Time: _____

I will meet with a counselor from Counseling and Psychological Services (CAPS) for personal counseling to resolve issues affecting my academic progress.

Counselor: _____

Date: _____

Time: _____

Tutoring

If deemed advisable by my instructor or advisor, I will request tutoring for the following courses:

Academic Coaching

I will meet with an academic coach in the Academic Success Center to improve my academic performance at OSU:

Academic Coach: _____

Additional Comments from Advisor:

I understand that my academic success is my responsibility. _____ (Student initials)

Student Signature _____ Date _____

Advisor Signature _____ Date _____

College Head Advisor Signature _____ Date _____