

Student Suspension Policy and Appeal/Petition Procedures

Suspension Policy

Students placed on Academic Suspension must sit out one full-academic semester (not including summer). The student, however can begin processing their petition/appeal forms for readmission immediately upon suspension notice. The deadlines for submitting completed petition/appeal are listed below.

Deadlines

The student must request a petition/appeal form from the Records Office. A request for readmission will not be reviewed until all documentation listed on the Suspension Petition/Appeal form has been submitted to the Records Office. Deadlines for petition submission for the Summer and Fall semesters is the 1st Monday in April and the Spring semester is the 1st Monday in November. Late entrance impedes the academic progress of students and is deemed counterproductive to the desired mission and academic goals of Crowder College. As such, petitions will not be accepted after the deadline for the semester in which the student is requesting readmission.

Petition/Readmission Forms

The student must request a petition/appeal form from the Records Office. A request for readmission will not be reviewed until all documentation listed on the Suspension Petition/Appeal form has been submitted to Records.

Petition/Appeal Review Process

All students granted a review will be required to present their petition/appeal in a hearing before a committee. Based on the information provided, the committee's decision can reflect the following: 1. Readmission; 2. Provisional readmission with additional academic requirements; or 3. Denial and student must resubmit petition/appeal for the subsequent semester.

Requirements of Provisional Enrollment and Probation Status

As part of the Early Alert and Intervention Program, students on Suspension or Probation status, both transfer and returning student, will be required to enroll in a College Preparation (Connections) Course and must pass with a "C" grade or better. The course may also be required of student reinstated from suspension, if they do not already have credit for the College Orientation/Success Course. Additional requirements can include, but not limited to the followings: 1. Restricted hours of enrollment; 2. Mandatory tutoring; 3. Required to repeat previously failed courses; and/or 4. Submit Academic Progress Sheet once a month to the Retention Specialist or academic advisor. The student must maintain a 2.0 GPA for each semester until the student meets the 2.0 cumulative grade point average. The curriculum committee has approved the new course as a pilot study for the fall 2004 semester. Students on probation will be selected randomly to participate in the course. Commencing with the spring 2005 semester the course will be mandatory for all students on probation and students readmitted due to prior suspension status.

Petition Procedures

In accordance with Board Policies and Procedures: Student Body and Educational Program students having complaints regarding admissions, college regulations and/or procedures or requesting reentry may file a petition/appeal with the Dean of Students. Appeals and/or policy petitions that have been heard by the Dean of Students but remain unresolved may be submitted to the Admissions Appeal Board for review. Appeal procedures include the following:

- Submit written statement of problem and request for an appeals hearing/review with the appropriate Academic Appeal Board if the student has made attempts to resolve situation with the Dean of Students. The appeals charges that the students rights have been directly/adversely affected by erroneous or capricious interpretation of Crowder College procedures or applicable state or federal law. Petitions infer that the student is not refuting the policy and/or procedures but is requesting consideration for continued enrollment given extenuating circumstances that have impeded their academic progress.
- The student must request a petition/appeal form from the Records Office. A request for readmission will not be reviewed until all documentation listed on the Suspension Petition/Appeal form has been submitted to Records.
- Submit any correspondence or letters of notification, which detail the nature of your complaint and/or policy changes. The letter of explanation must detail the following:

- A. Provide documentation of reasonable cause for unusual reasons and/or circumstance that contributed to low academic standing.
- B. Provide documentation which evidence capability for readmission and academic success such as previous semester grade from another institution attending during suspension term; or, SAT/ACT scores.
- C. Provide an objective plan for balancing proposed enrollment, study schedule, and other measure such as tutoring and additional support services.
- D. If the student has accumulated more than 24 semester hours, a degree plan or degree check must be provided for review.
- E. Submit petition and all supporting documentation to the Records Office, at least two weeks before the first day of classes. Academic Suspension Petitions will not be processed until all documentation has been submitted.
- F. A students request for readmission will not be reviewed, that is, until an appropriate Academic Progress Committee has evaluated all documentation submitted. Based on the information provided, the committee's decision can reflect the following: Readmission, Provisional Readmission (enrollment restrictions, such as credit hours, mandatory tutoring, etc.), Denial (Continued suspension); or Academic Appeals/Petition Hearing

All decisions of the Academic Appeal Board will be final. If you need additional information regarding appeal/petition procedures please contact the Dean of Student Services at 417-455-5560.

Revised 5.18.04 sdp