



# Central State University

## Office of the Registrar

### APPEAL TO THE ACADEMIC STANDARDS COMMITTEE (ASC)

#### DIRECTIONS FOR SUBMISSION

Completed appeal forms must include all the required signatures, student statement, and supporting documents. Appeal forms may be submitted via —

- **Fax:** 937-376-6188
- **Email:** [Registrar@CentralState.edu](mailto:Registrar@CentralState.edu)
- **Mailing:**
  - Attn: Office of the Registrar
  - Central State University
  - PO Box 1004
  - Wilberforce OH 45384
- **In Person:** Central State University, Office of the Registrar, Norman E. Ward Sr. Center, Ground Floor

#### SATISFACTORY ACADEMIC STANDING

##### Introduction

Central State University students are expected to actively pursue their coursework and maintain persistence in fulfilling degree requirements within a reasonable time frame. Students are expected to meet the standards for good academic standing each semester. A student's academic standing is indicated on his/her academic transcript.

##### Good Academic Standing

A minimum cumulative grade point average of 2.0 is required for good academic standing and for the completion of an undergraduate degree at Central State University; however, some programs may require a higher grade point average. A student who does not maintain a cumulative grade point average of 2.0 may be placed on probation or academically suspended.

##### Academic Probation

Academic Probation occurs when a student, regardless of classification, has not achieved a minimum cumulative grade point average of 2.0. If a student does not achieve the minimum cumulative grade point average of 2.0 at the end of a semester, he/she will be placed on academic probation during the next semester of attendance. A student can return to the University while he/she is on academic probation. While on academic probation, the student is expected to achieve a semester grade point average that is high enough to yield a cumulative grade point average of 2.0 or greater. When the student achieves a cumulative grade point average of 2.0 or greater, he/she is placed in good academic standing.

## Academic Suspension

Academic suspension occurs whenever the semester grade point average of a student who is on academic probation falls below 2.0 during subsequent semesters, and the cumulative grade point below 2.0

A student who has been suspended for the first time is eligible to apply for readmission after absence from the University for one semester (fall or spring) through the University's appeal for readmission process. A student who has been suspended for a second time is eligible to apply for readmission after absence from the University for one academic year (excluding summer term). A student who has been suspended for a third time is not eligible for readmission.

Readmission after an academic suspension is not automatic and can be denied upon the recommendation of the Academic Standards Committee. A student whose petition for readmission is approved will be readmitted and designated as "Continued on Probation." To avoid further academic suspensions, the student must achieve a minimum semester grade point average of 2.0.

**NOTE: An appeal to the Academic Standards Committee is not the same as the Satisfactory Academic Progress (SAP) appeal. If applicable, the student must file a Satisfactory Academic Progress (SAP) Appeal Form with the Office of Financial Aid in order to have his or her aid reinstated. The student is encouraged to contact the Office of Financial Aid Office at 937-376-6579 regarding his or her status. If an appeal to be withdrawn without record is approved, and the student received a refund or federal financial aid during the semester being appealed, he or she may have to repay such monies.**

**The student must file his or her appeal with his or her Academic Advisor at least 60 days prior to the beginning of the semester for which the student is seeking readmission.** The Committee must receive the appeal from the advisor at least 30 days prior to the beginning of the semester in which the student wishes to re-enroll.

# APPEAL TO THE ACADEMIC STANDARDS COMMITTEE (ASC) APPEAL FORM

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Academic Major: \_\_\_\_\_

Permanent Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## **PURPOSE OF APPEAL**

Readmission— specify semester \_\_\_\_\_

Withdrawal with record; transcript indicates a "W"—specify course(s) and semester  
\_\_\_\_\_

Withdrawal without record—specify course(s) and semester  
\_\_\_\_\_

Repeat CSU course(s) at another institution—specify course(s)  
\_\_\_\_\_

Other \_\_\_\_\_

**NOTE: The Academic Standards Committee does not review grade disputes between a faculty member and a student. Such matters are handled within the academic departments. The ASC will not review appeals that do not include supporting documentation and/or signatures. (Appeals will not be reviewed for semesters completed more than five years from the date of the appeal.)**

Explain clearly the extenuating or unforeseen circumstances that led to this appeal in a typed statement attached to this appeal form. Attach all documentation that might support your appeal and identify three to four actions that you would do differently to support your academic success at Central State University.

**Indicate supporting documents submitted with this form.**

Letter of Support       Military service documentation       Letter from employer

Other \_\_\_\_\_

**Did you receive a refund for the semester that you are appealing?**

Yes     No

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# CENTRAL STATE UNIVERSITY STUDENT READMISSION AGREEMENT (READMISSION APPEAL ONLY)

I understand that if I am readmitted to Central State University, I must make a sincere commitment to improve my academic status.

**I, (PLEASE, PRINT NAME),** \_\_\_\_\_  
**will do the following:**

1. Upon readmission, prepare a weekly time management plan that is approved by my advisor.
2. Show significant progress by earning enough "A's" and "B's" to offset the effect of the low grades that I have earned.
3. Complete at least 12 credits per semester (if full-time student) or the number of credits specified by the financial aid guidelines for a full-time student.
4. Show a significant increase in my GPA in order to meet the required standards outlined in the Financial Aid Handbook and the University catalog. I have received and understand the guidelines.
5. Schedule regular appointments with my advisor to update her/him on my academic progress. (The first appointment should be scheduled for the second week of classes.)
6. Discuss class scheduling and any changes in course enrollment (adds/drops or withdrawal) with my advisor.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## STOP, PRINT, AND SUBMIT THIS COMPLETED APPEAL FORM TO YOUR CSU ACADEMIC ADVISOR.

**Support**       **Do Not Support**

**ADVISOR'S Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Advisor's Name Print \_\_\_\_\_

**Rationale:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Support**       **Do Not Support**

**CHAIR'S Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Chair's Name Print \_\_\_\_\_

**Rationale:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Support**       **Do Not Support**

**DEAN'S Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Dean's Name Print \_\_\_\_\_

**Rationale:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACADEMIC STANDARDS COMMITTEE USE ONLY

### ACTION TAKEN

- Approved       Provisionally approved, pending confirmation of \_\_\_\_\_
- Denied
- Appeal tabled or not acted upon because of insufficient supporting documentation  
Documentation needed: \_\_\_\_\_
- Appeal returned to the Department or College (request not within ASC' purview)

### ACTION TAKEN BY

- Academic Standards Committee       Administrative Decision

Comments: \_\_\_\_\_

\_\_\_\_\_

Number of Suspensions: \_\_\_\_\_      Current Term GPA: \_\_\_\_\_      Cumulative GPA: \_\_\_\_\_

Print Full Name of ASC Chair: \_\_\_\_\_

ASC Chair Signature: \_\_\_\_\_      Date: \_\_\_\_\_