



Guide to submitting an appeal to a pending academic suspension

Framing your appeal.

Think through these questions:

- What in your life and academic work led to your coming up for appeal?
- What specific obstacles did you encounter and how did you react?
- What was not within your control and what was within your control?
- What are the key components of your success plan going forward?
- What concrete steps do you plan to take to support your success when you encounter obstacles? (be sure to identify steps that are within your control)
- How does continuing at ESF fit into your larger plans and goals?
- How will you turn this stumble or failure into an opportunity?

Reflecting on your academic life and skills:

- How are you managing your time?
- What does your note taking look like?
- What do you do with those notes afterward?
- What does your studying and work on class assignments look like? (e.g. time spent writing, thinking, talking)
- What additional resources or supports have you used? (faculty office hours, tutoring, writing resource center, academic success seminars, etc.)
- How do you support your physical and emotional well-being? (Could you describe your sleeping, eating, and exercise habits? How do you handle stress? Are you happy with your coping mechanisms? What role do your friends, family, and other communities (clubs organizations) play in your academic life?

Tips for a successful appeal letter:

- Be specific. Use specific examples where possible: what led to your suspension and what concrete action steps will you take if the appeal is granted?
- Be honest. A complete, holistic account of your experience will make for a stronger appeal.

- Do you have someone you trust who could listen to you as you write your appeal (someone who can support you in being specific, using concrete examples, drawing on specific evidence and actions steps for academic success)? Print the letter, read it on paper, read it out loud. Look for opportunities to be specific.
- Give it to trusted readers if you can. Some students may not have shared the impending suspension with family. Part of the conversation will involve coaching on how to share.

Other considerations

- If you had an illness or injury which impacted your academic performance, a letter or other documentation from a medical doctor or health clinic professional should be provided.
- Inclusions of statements of support from your academic advisor, curriculum coordinator, or professional counselor are appropriate.
- Students whose appeal is based on sensitive matters and feel it is inappropriate to submit written documents should contact:

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What happens after I submit an appeal?

The Academic Standards Committee — a group of faculty — reviews these letters and makes a decision about the appeal based on academic performance, reflection on obstacles or extenuating circumstances that impacted your outcomes, and a thoughtful, concrete, and realistic plan for resuming good standing. Neither suspensions nor appeals are decided lightly. Each student's case is discussed individually and is kept strictly confidential.

Based upon this review the Committee will recommend to the Associate Provost of Instruction either to accept your appeal or to process your suspension. The Associate Provost will take final action and inform you in writing within several days following the Committee's review.

Students who have been suspended for academic performance may not reapply to ESF until at least one semester has elapsed. During that semester or the intervening summer suspended students may not register for any ESF or SU courses including those at Cranberry Lake Biological Station and the summer program in field forestry.

A request for readmission should be addressed to the Division of Student Affairs about 45 days before the beginning of the semester for which readmission is requested. Students suspended a second time for academic performance may not be considered for readmission.