

## **Guidelines for Preparing your Letter of Appeal for Academic Suspension**

1. Your letter should be addressed to the Academic Standards Committee.
2. It is important that you take responsibility for your academic standing and provide a clear explanation as to why you should be considered for reinstatement.
3. If there are extenuating circumstances that contributed to your low grades you should explain those.
4. If you were in the Academic Recovery Program this past semester, you should discuss whether or not you met all the requirements set forth by the Committee and PSC policy (tutoring, class attendance, weekly meetings with your advocate).
5. If you feel you took additional measures outside ARP requirements (sought help with CAS or Counseling, met with your instructors for extra help, participated in study groups, did extra credit assignments, etc.) you should also describe that in your letter.
6. If you were not in ARP, you should describe any measures you took to obtain support to improve your standing (tutoring, meeting with an academic success counselor, worked with CAS or Counseling, met with instructors, formed study groups, did extra credit, etc.).
7. Be thoughtful in describing any (and all) changes you plan to make to turn around your standing (repeating courses, limiting your social activities, etc.) should you be reinstated.
8. Letters should be emailed from your **PSC email account** and sent to the Registrar's Office in care of Jane Carlin: (jcarlin@paulsmiths.edu). Your letter can also be faxed to the Registrar's Office at fax number 518- 327-6951.
9. To return to campus for:
  - a. **Spring 2019**, there will one appeal hearing this winter:
    - i. **Thursday, January 10<sup>th</sup>, 2019** – For consideration at this appeal date your letter must be received in the Registrar's Office by 4:30 on **Monday, January 7<sup>th</sup>, 2019**.
  - b. **Fall 2019**, there will be two appeal hearings this summer:
    - i. **Thursday, June 13<sup>th</sup>, 2019** – For consideration at this appeal date your letter must be received in the Registrar's Office by 4:30 on **Monday, June 10<sup>th</sup>, 2019**.
    - ii. **Thursday, August 15<sup>th</sup>, 2019** – For consideration at this appeal date your letter must be received in the Registrar's Office by 4:30 on **Monday, August 12<sup>th</sup>, 2019**.
10. You will be contacted directly (either by telephone or by email) regarding the appeal decisions made by the Academic Standards Committee within a day of the appeal hearing.
11. If you need additional guidance to prepare your appeal, please contact a member of the Center for Academic and Career Success staff: Melinda Bard (mbard@paulsmiths.edu) or Maureen Pellerin (mpellerin@paulsmiths.edu).

**\*\*If you are reinstated, you will be required to participate in the Academic Recovery Program for the Spring 2019 semester. You will be required to sign a contract stating that you will meet with an advocate weekly, attend tutoring sessions, have exemplary attendance, and possibly repeat courses in which you were unsuccessful. Failure to comply with ARP requirements puts you in jeopardy of being suspended from the college**