ACADEMIC DISMISSAL PROCESS

ESU fosters student success through the completion of academic goals. Students remain in “Good Academic Standing” by maintaining a term GPA of 2.0. If your GPA remains below a 2.0 for multiple consecutive terms, you will be placed on Academic Dismissal.

The following checklist outlines the Academic Dismissal Process and details the requirements at each level. You will need to complete the steps listed below based on your current Academic Dismissal status.

FIRST ACADEMIC DISMISSAL POLICY

☐ Step 1. Complete the Academic Appeal Process: A student who has been dismissed from the University for Academic Failure may appeal the dismissal by submitting a letter to the Admissions Appeals Committee located in Rosenkrans. This letter must include why the student was unsuccessful in previous academic experiences and why he/she feels that future academic endeavors will be successful. The committee will review the letter, review the academic record, and conduct an interview with the student, and then either uphold the dismissal or approve a reinstatement under stipulated conditions. A student whose Academic Dismissal appeal is approved returns to the university under Academic Probation (2) status.

SECOND & THIRD ACADEMIC DISMISSAL REQUIREMENTS

☐ Step 1. IF ACADEMIC APPEAL IS APPROVED, make an appointment with your assigned academic advisor.
  • To find your academic advisor’s contact information, in WARRIORfish and click on your network or in the Academic profile section on your MyESU portal.

☐ Step 2. During your meeting with your academic advisor, you should:
  • Evaluate your next term course plan.
  • Identify obstacles from your previous terms that negatively impacted your success.
  • Discuss academic success strategies and other resources.
  • Connect and build the valuable relationship between you and your academic advisor.
  • Have your advisor sign the worksheet after discussing your plan.

☐ Step 3. Follow through with the Academic Success Plan that you created on your Academic Dismissal Worksheet

Do you need help connecting with your academic advisor?
Academic Enrichment and Learning 570.422.6700

Do you have questions regarding the submission of your paperwork?
Records and Registration 570.422.2800

Do you have concerns about how your academic standing affects your financial aid?*
Financial Aid 570.422.2800

*Note that the Academic Dismissal Process is different from the Financial Aid Satisfactory Academic Progress (SAP) policy.
ACADEMIC DISMISSAL WORKSHEET

Student Information
Student Name: ___________________________________________ ID: __________________
Advisor: ______________________________________________ Term: __________________ Date: _____________
Major/Program: ___________________________________________________________________________________

Identify Challenges and Concerns
I am having difficulty with: (check all that apply)

☐ Lack of motivation/focus ☐ Housing/living arrangements ☐ Ineffective study skills
☐ Adjusting to college ☐ Family responsibilities ☐ Unclear academic/career goals
☐ Depression, stress or anxiety ☐ Work responsibilities ☐ Learning disability
☐ Finances ☐ Physical health concerns ☐ Challenging classes/credit load
☐ Making friends/loneliness ☐ Time management ☐ Other:
☐ Meeting basic needs (i.e. access to food, community resources, etc.) ☐ Outside distractions (i.e. gaming, social media, extra-curricular activities, etc.)

☐ Other: __________________________________________

Develop a Plan for Success
My plan for improvement in the next term is:

Connect with Resources
In my plan for improving my academic standing, I will seek assistance in the following areas:

☐ Academic Enrichment & Learning
  Rosenkrans East | 570.422.6700
  Other: __________________________

☐ Office of Accessible Services and Individualized for Students
  Sycamore Suites, Lower Level | 570.422.3954
  Other: __________________________

☐ Career and Workforce Development
  University Center, 2nd Floor | 570.422.7952
  Other: __________________________

☐ Financial Aid Office
  Zimbar-Liljenstein Hall 100 | 570.422.2800
  Other: __________________________

☐ University-Wide Tutorial Program
  Rosenkrans East | 570.422.6700
  Other: __________________________

☐ Center for Multicultural Affairs & Inclusive Education
  99 Normal Street | 570.422.3961
  Other: __________________________

☐ Wellness Education and Prevention
  Sycamore Suites, Lower Level | 570.422.3298
  Other: __________________________
Develop an Academic Plan
The courses I plan to take in the following term include:

<table>
<thead>
<tr>
<th>Course and Title</th>
<th>Credits</th>
<th>Reason for Taking the Course</th>
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<tbody>
<tr>
<td>Example – ENGL 103: English Composition</td>
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My weekly commitments, shown below, include my time in class, studying, working and other responsibilities:

<table>
<thead>
<tr>
<th>Weekly Planner</th>
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<tbody>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>8 a.m.</td>
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<td>9 a.m.</td>
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<td>10 a.m.</td>
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<td>11 a.m.</td>
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<td>Noon</td>
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<td>1 p.m.</td>
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<td>3 p.m.</td>
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<td>4 p.m.</td>
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<td>7 p.m.</td>
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<td>8 p.m.</td>
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<tr>
<td>9 p.m.</td>
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<tr>
<td>Online</td>
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</tbody>
</table>
My follow-up advising appointment is scheduled for:

____________________________________________________________________________________________

I understand and am committed to the plan I have outlined above to better prepare myself for academic success.

**Student Signature:**

________________________________________________________________________________________

**Date:** __________________________________________

Additional advisor recommendations or comments:

**Advisor Signature:**

________________________________________________________________________________________

**Date:** __________________________________________

*Advisor: Make one copy of the worksheet for the student and one copy to maintain in your advising record.*

*Student: Submit original worksheet to the Student Enrollment Center by 5 p.m. the second Monday of the term.*