

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.** Submit your signed Worksheet to the Student Enrollment Center by 5:00 p.m. on the second Monday of the following term. The form can also be submitted via email to records@esu.edu.
- ☐ **Step 4.** 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)*

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

Course and Title Example – ENGL 103: English Composition	Credits	Reason for Taking the Course Example – degree requirement, repeat for a better grade, prerequisite course

My weekly commitments, shown below, include my time in class, studying, working and other responsibilities:

Weekly Planner							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
Online							

My follow-up advising appointment is scheduled for:

I understand and am committed to the plan I have outline 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.