

ACADEMIC SUSPENSION 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 after consecutive terms, you will be placed on Academic Suspension. This status remains for a period of one calendar year. The purpose of the Academic Suspension process is to assist you in assessing your current situation and goals, identifying resources and making changes to help you get back on track.

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

FIRST ACADEMIC SUSPENSION RECOMMENDATIONS

- Step 1.** Meet with your academic advisor to develop a plan for success

SECOND & THIRD ACADEMIC SUSPENSION REQUIREMENTS

- Step 1.** Complete the Academic Suspension Worksheet
- Step 2.** 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 3.** During your meeting with your academic advisor, you should:
 - Evaluate your next term course plan and make adjustments as necessary by January 15, 2020.
 - ***You are not allowed to register for more than six credits per semester.***
 - 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 4.** 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.
 - If you have already registered but fail to submit the worksheet by the deadline, a flag will be raised to alert your advisor.
- Step 5.** Follow through with the Academic Success Plan that you created on your Academic Suspension 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 Suspension Process is different from the Financial Aid Satisfactory Academic Progress (SAP) policy.*

ACADEMIC SUSPENSION 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:

- | | |
|--|---|
| <input type="checkbox"/> Academic Enrichment & Learning
Rosenkrans East 570.422.6700
Other: _____ | <input type="checkbox"/> University-Wide Tutorial Program
Rosenkrans East 570.422.6700
Other: _____ |
| <input type="checkbox"/> Office of Accessible Services and Individualized for Students
Sycamore Suites, Lower Level 570.422.3954
Other: _____ | <input type="checkbox"/> Center for Multicultural Affairs & Inclusive Education
99 Normal Street 570.422.3961
Other: _____ |
| <input type="checkbox"/> Career and Workforce Development
University Center, 2 nd Floor 570.422.7952
Other: _____ | <input type="checkbox"/> Wellness Education and Prevention
Sycamore Suites, Lower Level 570.422.3298
Other: _____ |
| <input type="checkbox"/> Financial Aid Office
Zimbar-Liljenstein Hall 100 570.422.2800
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.