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

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**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)

☐ Lack of motivation/focus
☐ Adjusting to college
☐ Depression, stress or anxiety
☐ Finances
☐ Making friends/loneliness
☐ Meeting basic needs (i.e. access to food, community resources, etc.)
☐ Housing/living arrangements
☐ Family responsibilities
☐ Work responsibilities
☐ Physical health concerns
☐ Time management
☐ Outside distractions (i.e. gaming, social media, extra-curricular activities, etc.)
☐ Ineffective study skills
☐ Unclear academic/career goals
☐ Learning disability
☐ Challenging classes/credit load
☐ 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>
</tr>
</thead>
<tbody>
<tr>
<td>Example – ENGL 103: English Composition</td>
<td></td>
<td>Example – degree requirement, repeat for a better grade, prerequisite course</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Weekly Planner</th>
</tr>
</thead>
<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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<tr>
<td>10 a.m.</td>
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<tr>
<td>11 a.m.</td>
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<tr>
<td>Noon</td>
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<tr>
<td>1 p.m.</td>
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<td>2 p.m.</td>
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<tr>
<td>3 p.m.</td>
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<td>4 p.m.</td>
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<td>5 p.m.</td>
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<td>6 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>
</tr>
<tr>
<td>Online</td>
</tr>
</tbody>
</table>
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.