

Policy Title:	Undergraduate Early Readmission after Academic Suspension
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Policy Number:	AAD.065	Date Approved:	7/11/25
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A. Description

Early Readmission after Suspension To provide students seeking early readmission after being placed on academic suspension with a structured opportunity to demonstrate their readiness to resume their studies and successfully meet academic expectations.

B. Definition(s)

Academic Suspension

Students who have been in academic difficulty for 2 terms (warning and then probation) who earn a term GPA of less than 2.0 will be placed on academic suspension and must sit out a minimum of one year. Students who are academically suspended are notified via SOU email of their suspension and their registration is cancelled for the upcoming term if applicable. Academic suspension is recorded on the student's academic record and are denied all the privileges of the University and of all organizations in any way connected to it, including University-organized living groups.

Exceptional circumstances

Serious, unforeseen, and uncontrollable situations that negatively impact a student's ability to meet academic requirements or perform to the best of their ability. Documentation of exceptional circumstances will be required. Examples of exceptional circumstances include: medical issues; family or personal issues; legal issues; accidents or natural disasters.

C. Policy Statement

Under exceptional circumstances students may be considered for early reinstatement. Students who have been academically dismissed are required to submit an appeal to their Dean no later than the Friday before the next term classes begin. Appeal decisions will be made by the Dean and communicated to the student no later than the end of the first day of class of the next term. Students who miss the deadline can submit the appeal for the following term. For example, if suspended at the end of Fall term, student can appeal for early readmission up to the Friday prior to Winter term classes starting. If approved, the student can re-enroll for the Winter term. If the student misses the deadline, they can still submit the appeal but it would be for Spring.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

College or School Deans
University Registrar
Dean of Students

E. Other Information

Appeal Submission Deadline:

Due to the turn-around time late appeals cannot be considered. Students missing the deadline are encouraged to appeal for the subsequent term (e.g. if the student misses the Fall to Winter term deadline they can still appeal for Spring term).

Appeal Process:

- Complete the [online Academic Suspension Appeal Form](#).
- Include a personal statement (REQUIRED) that explains reasons for academic difficulties, why this issue won't be a problem moving forward, and the plan for academic success (use of academic support services, study strategies, time management goals, reduced work schedule, reduced credit load, etc) if reinstated
- Provide an unofficial copy of current transcript (OPTIONAL).
- Provide supporting documentation (e.g., letters of support from faculty, advisor, SSC or other support person) (OPTIONAL).

Review and Decision:

- The Dean will review all submitted appeals from students within their school or college
- The Dean may consult with the student's faculty advisor, student success coordinator, or others at the university who may have information on the student and their ability to be successful in their academic program.
- Each appeal will be reviewed based on the student's academic history, appeal statement, and any supporting documents.
- Decisions will be based on academic merit, mitigating circumstances, and the feasibility of the student's success upon reinstatement.
- Decisions will be communicated via email and are considered final.
- Submission of materials and all communication will take place through a confidential communication platform to keep materials confidential.
- The University Registrar or their designee will be notified of the decision and will be responsible for updating the student's record in the student information system.
- The Dean of Students or their designee will be notified of the decision and will be responsible for closing the case in the student communication platform.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.