

# Early Readmission After Suspension

## Instructions

To apply to SOU for an appeal of your suspension through the Academic Standards Committee (ASC), you will need to complete all of the following listed below. Please note that incomplete petitions **will not** be reviewed by the committee.

1. Explain in a typewritten letter the changes you have made that will improve your academic performance at SOU.
2. Two Advisor Evaluations:  
Meet with your academic advisor, a previous instructor and/or a specified counselor from the Academic Support Programs to discuss reasons for the suspension, changes you have made, and plans for your academic future. Provide your advisor with the following:
  - a. **One Advisor Evaluation for Readmission After Suspension, and a Proposed Plan for Success.** Let your advisor know that he/she must send the forms to the Enrollment Services Center in a sealed envelope. The evaluation must be turned in by the advisor for it to be considered.
  - b. Then, contact another advisor or instructor, and have him/her complete the second **Advisor Evaluation for Readmission After Suspension.** This also must be submitted by the advisor either in person or through campus mail. Two advisor evaluations must be submitted for your petition.
3. Include an unofficial copy of your SOU transcript printed from your MySOU account at the following web address: <http://my.sou.edu>. If you have holds on your account that prevent you from accessing your transcript, you must contact the Enrollment Services Center to discuss your holds.
4. If you took courses from other institutions while on suspension, you will need to enclose official transcripts. These must be in a sealed envelope.
5. A completed schedule documenting your time management plan (blank schedule is included in this document.)

Mail or deliver all materials in a **sealed** envelope to:

*Enrollment Services Center  
Southern Oregon University  
1250 Siskiyou Boulevard  
Ashland, OR 97520*

**Please note the following:**

- Your petition will not be brought to the Academic Standards Committee if it is incomplete.
- Your petition may not be eligible for review if you have an outstanding balance on your SOU account, or any outstanding billing/collections holds.

**All petitions must be received no later than the first day of the term you wish to return.**

## Petition for Early Readmission after Suspension

NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Last term attended \_\_\_\_\_ Year in School \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Major \_\_\_\_\_

Requesting readmission to SOU for \_\_\_\_\_  
Term/Year

Have you attended any schools since you left SOU? \_\_\_\_\_

If so, list the school(s) \_\_\_\_\_

If you would like the opportunity to meet with the committee when your petition is reviewed, please provide the days/times you can meet below:

---

---

---

### I have included the following with my petition:

- A **typewritten letter** explaining the changes I have made
- **Two Advisor Evaluations**
- One **Proposed Plan for Success**
- One **Time Management Schedule Plan**
- One **Unofficial SOU Transcript**
- If I attended another institution while on suspension, the official transcripts from those institutions.

## Proposed Plan for Success for Students Returning from Academic Suspension

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_  
(Please Print)

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To improve your chances for an academic rebound upon your return from academic suspension, take the time to think through and plan your next three terms at SOU by completing this "Proposed Plan for Success." Work with your advisor, the schedule of classes, and the university catalog, and discuss the combinations and timing of courses that will best suit your academic goals, needs and limitations. In planning for the future, keep the following in mind:

- You are restricted to 13 total credit hours for your first term back to SOU
- You must earn at least a 2.0 GPA your first term back
- It is highly recommended that you take no more that 13 credits until your term **and** cumulative GPA are well above 2.0
- Consider completing courses to satisfy your General Education requirements
- The "Proposed Plan for Success" does not guarantee you a place in the proposed classes. Check with the online class schedule or in MySOU. You may want to discuss alternative plans given course availability.

Term 1		Term 2		Term 3	
Courses	Hrs	Courses	Hrs	Courses	Hrs
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total: _____		Total: _____		Total: _____	

## **Advisor Evaluation of Suspended Student for Early Readmission**

Dear Advisor:

This student has been suspended from Southern Oregon University due to poor academic standing and is **appealing the requisite one year suspension**. The Academic Standards Committee is charged with reviewing suspension appeals. We need your evaluation of the student's readiness to return prior to the full year absence. Your evaluation will be kept confidential and used for the appeals process only.

As part of your evaluation, please:

- Review the student's unofficial transcript(s).
- Discuss with the student the reasons for his/her current academic standing.
- Ascertain if there are substantial and compelling reasons to believe this student will succeed with early readmission where he or she has failed in the past.
- Complete the attached form, “**Advisor Evaluation of Suspended Student for Early Readmission**” and mail it in a sealed envelope to the Academic Standards Committee at the Enrollment Services Center.

Please be advised that the student must have all completed paperwork submitted to the Enrollment Services Center **no later than the first day of the term he or she wishes to return**.

If you have questions, please contact the Academic Standards Committee at the Enrollment Services Center at 552-6600.

## **Advisor Evaluation of Suspended Student for Early Readmission**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_  
(Please Print)

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Which of the following best describes your relationship to the student:

Assigned Academic Advisor                       Teaching Faculty  
 Academic Support Programs Advisor             Temporary Advisor

2. Prior to this meeting, how many times have you met with the student to discuss advising issues?

Never     One time     2-3 times     4-6 times     over 6 times

3. Were you able to review the student's transcript prior to filling out this recommendation?

Yes     No

4. Please describe major problems that caused the student's academic failure:

---

---

---

---

---

---

5. What steps, if any, do you see the student has taken to overcome these problems?

---

---

---

---

6. What action do you recommend the Academic Standards Committee take on this suspension appeal?

\_\_\_ Uphold one-year suspension

\_\_\_ Readmit early, current term

\_\_\_ Readmit early, later term: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

7. What special circumstances warrant consideration in the student's appeal for early readmission?

---

---

---

---

---

8. Please list any recommendations that might improve the student's chances for success upon readmission to SOU:

---

---

---

---

9. Do you recommend any specific courses that the student take (or re-take)?

---

---

---

*Thank you for your evaluation. Feel free to make any additional comments.*

## Time Management Schedule Plan

**INSTRUCTIONS:** Please mark on this sheet approximately how you expect to invest your time in an average week when you return to Southern Oregon University as follows:

Class Time = CT; Study Time = ST; Employment Time = ET; Personal Time (all other time) = PT.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9am							
10am							
11am							
12n							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

Total HOURS: **105**    Class: \_\_\_    Study: \_\_\_    Employment: \_\_\_    Personal: \_\_\_    Leaves average: 9 hours-a-night for sleep