Academic Progress Important Information & Deadline Dates

Students are placed on academic sanctions at Shaw University in accordance with University policies. Students not meeting the following standards will be placed on sanction.

- Semester GPA is lower than 1.0 and the student has attempted more than 24 cumulative hours.
- Student has not successfully earned two/thirds (67%) of the credit hours attempted.
- The student fails to meet the minimum cumulative GPA requirements below.

Students placed on a sanction of Academic Warning will need to follow the guidelines on page 20 of the 2013-2014 undergraduate catalog. They do not need to appeal to return for the following semester.

Students placed on a sanction of Academic Suspension can appeal to return for the following semester, using the procedures described below.

Students placed on a sanction of Academic Dismissal must sit out for at least one semester before they may appeal to return.

The Academic/Financial Aid Appeals Process

If you would like to appeal your academic sanction, Please follow the steps below:

1. Fill out the Academic /Financial Aid Appeal Form
2. A copy of your official transcript from another University or Community College, if applicable.
3. The letter of appeal must be received by the Academic Advising Center according to the date specified in the letter.
4. Below is the required information that must be submitted with your academic appeal letter.

Any student who is on Academic Suspension may appeal the suspension in writing to the Appeals Committee Decision. The request must include documentation to support the extenuating circumstances. Examples of acceptable documentation include, but are not limited to: death certificates, statements from physicians(s), clergy, or other verifiable information.

**Appeal submissions without this information will not be reviewed.**

Academic Advising Center 6/8/2015
Student Academic Success Recovery Plan

Item 1: Please identify the obstacles you encountered last semester:

Upon review of your past academic history, what circumstances negatively impacted your grades? Describe and discuss in detail obstacles you faced. Examples of common obstacles are below:

**Academic Obstacles:**
Ineffective worked study skills, lack of effective time management skills, unprepared for exams and why, what in high school doesn’t work anymore, hard to concentrate, difficult classes/not prepared for course level, conflict with professor, unable to understand course content or find important information, poor reading skills, poor study skills, did not disclose individualized learning plan which would have allowed for classroom modifications

**Personal/Other Obstacles:**
Financial difficulties, health problems, hard to get out of bed in the morning, use or abuse of alcohol or other substance(s), possible learning disability, difficulty sleeping at night, pressure, stress, anxiety, tension, excessive time spent online, family issues, extracurricular activities, working long hours.

Item 2: Generate potential solutions for overcoming the obstacles you described and discussed:

Think about possible solutions for overcoming the obstacles you described. Make sure you list and discuss potential solutions for overcoming the obstacles you faced in your academic success recovery plan.

Item 3: Commit to workable and achievable solutions:

- What are the most achievable solutions you are willing to try?
- How will these solutions help you?
- What changes will you need to make to achieve your goals?
- What will these solutions require of you in terms of time and effort?

Please note: The information provided will be included in final academic recovery plan completed with the Academic Advising Center.

1. The Academic Advising Center will submit the student’s appeal to the Academic Standards Committee. The Academic Standards Committee will review the academic suspension and/or the academic appeal. If the appeal is approved, the readmitted student will be allowed to resume attending classes on probation. If the appeal is denied, the Academic Suspension/Academic Dismissal will stand and the student will be required to comply with the conditions based on the decision of the Academic Standards Committee.

2. If the student fails to complete the Academic Advising Center Re-admit process, the appeal will be forfeited and the student will not be able to attend for the semester and must re-appeal.

Academic Advising Center 6/8/2015
for consideration of readmission for a different semester.

3. If student does not appeal for ensuing semester, the student will have an appeal deadline until the week before formal classes begin of semester appealing to attend. The only exceptions to this deadline are military deployment, death of an immediate family member, and/or an immediate medical emergency. All supportive documentation must be provided at the time of appeal submission.

**Appeal Deadlines**

**Returning Students**

<table>
<thead>
<tr>
<th>Term Effective</th>
<th>Appeal Deadline</th>
<th>Committee Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Semester</td>
<td>July 24, 2015 by 4:30 p.m.</td>
<td>August 4, 2015</td>
</tr>
<tr>
<td>Spring 2016 Semester</td>
<td>November 6, 2015 by 4:30 p.m.</td>
<td>December 4, 2015</td>
</tr>
<tr>
<td>Summer 2016 Term</td>
<td>Case-By Case</td>
<td>Case-By Case</td>
</tr>
</tbody>
</table>

**Readmit Students (Break in Attendance)**

<table>
<thead>
<tr>
<th>Term Effective</th>
<th>Appeal Deadline</th>
<th>Committee Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Semester</td>
<td>June 29, 2015 by 4:30 p.m.</td>
<td>July 7, 14 &amp; 21, 2015</td>
</tr>
<tr>
<td>Spring 2016 Semester</td>
<td>December 28, 2015 by 4:30 p.m.</td>
<td>January 6, 2016</td>
</tr>
<tr>
<td>Summer 2016 Semester</td>
<td>April 22, 2016 by 4:30 p.m.</td>
<td>May 3, 2016</td>
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</table>

**DATES ARE SUBJECT TO CHANGE**

**Contact Information for the Academic Standards Committee:**

**Mail:** Shaw University  
Academic Advising Center/Appeals Committee  
118 East South Street Raleigh, NC 27601

**Email:** appealletters@shawu.edu  
**Fax:** 919-821-5155

You will receive your status of appeal through via email. Any letters submitted after the deadline will be reviewed on a case-by-case basis; only if you have experienced mitigating circumstances that impacted your academic performance. Please be aware that reinstatement is not guaranteed.

Best Regards,

Academic Advising Center 6/8/2015