Guidelines & Procedures for Reinstatement or

Appeal from CEAS Academic Suspension or Dismissal

UNDERSTAND YOUR CURRENT ACADEMIC STANDING:

Please note that your academic standing within CEAS and your academic standing within UC are two separate issues, governed by two separate sets of standards:

* CEAS academic standards: <https://ceas.uc.edu/about/info-current-students/academic-action-criteria.html>
* UC academic standards: <https://www.uc.edu/about/registrar/grades-and-transcripts/academic-standing.html>

Often students on CEAS Academic Probation, Suspension, or Dismissal also find themselves placed on University Academic Alert, Probation, Suspension, or Dismissal. If you are subject to a University Academic Action, you would have received a separate email from the University shortly after your last semester’s grades posted.

**If you have been suspended or dismissed from the University, please follow the University’s Appeal process, found here:** https://www.uc.edu/about/registrar/grades-and-transcripts/academic-standing/academic-standing-appeals.html

**If you have been suspended or dismissed from CEAS, but *NOT* from the University, please follow the instructions on this form.**

KNOW YOUR PATH FORWARD:

See Page 2 for information about **Reinstatement Requests**, which are appropriate for students who are on CEAS probation, or students who are on CEAS suspension or dismissal AND were able to resolve their academic issues in the semester in which they were notified of the suspension or dismissal.

See Page 3 for information about **Appeals**, which are appropriate for students who have been away from CEAS for a semester or more, or whose appeal requires a subjective evaluation of the student’s situation.

REAPPLYING TO UC AFTER TAKING CLASSES ELSEWHERE:

Students who are submitting an Appeal to return to CEAS who have taken classes outside of UC since last attending UC must also reapply to UC as a ***transfer student*** (<https://admissions.uc.edu/apply.html>). Please bear in mind the posted transfer student application deadlines for CEAS on the UC website.

FINANCIAL AID PRECAUTION:

Do not assume that financial aid will be reinstated should a return to studies be approved via either a Reinstatement Request or an Appeal. Discuss financial aid and billing matters with One Stop, and consider your options if aid cannot be restored or cannot be restored immediately. Direct all questions about financial aid and billing to One Stop.

REINSTATEMENT REQUESTS:

A reinstatement request is a request to be reinstated as a matter of course because you have cleared all of the academic issues for which you received an academic action. You may submit a Reinstatement Request to CEAS Undergraduate Academic Affairs via the form found at the following link: <http://bit.ly/CEASRR>. Your request will be reviewed and, once verified, your degree program in CEAS will be reactivated and you will be notified of the same. Please note the deadlines for submitting a request differ depending upon whether you have been notified of CEAS Probation, Suspension, or Dismissal, as outlined below.

**A Reinstatement Request should only be submitted if:**

* All of your academic deficiencies requiring suspension or dismissal are cleared (you may still have academic deficiencies that call for academic probation).
* The question of whether or not you have cleared your academic deficiencies can be answered with hard facts.
  + Example where reinstatement request **is** appropriate: A student is dismissed after twice failing to pass MATH1061. The student is enrolled in MATH1061 for the third time during the semester in which they received the notice of their dismissal. The student passed MATH1061 with the minimum grade required for their degree program, and submits a reinstatement request immediately after their passing grade is posted in Catalyst.
  + Example where reinstatement request **is not** appropriate: A student is dismissed after twice failing to pass MATH1061. The student recognizes their academic struggles were due to anxiety over the transition from high school to college, a failure to develop good study habits, and too much partying. The student makes a personal commitment to change those habits going forward, and wishes to be given another chance.

**If you are on CEAS PROBATION:**

If you have received a letter of Probation and have cleared the issue for which you were placed on probation, you may submit this form at any time after you have cleared your academic issue (i.e., after your grades have posted). Responses will be reviewed at the end of each semester, and once verified, the probation status will be removed.

**If you have been notified of CEAS SUSPENSION or CEAS DISMISSAL:**

If you have received a letter of CEAS Suspension or Dismissal, you may submit a Reinstatement Request only if you are able to clear all of your academic deficiencies that call for suspension or dismissal **by the end of the semester in which you were notified of your CEAS Suspension or Dismissal** (i.e, before the semester in which your suspension or dismissal takes effect). If eligible for reinstatement, you must submit this form no later than **5 business days after the grading deadline for the current semester**.  Do not submit a Reinstatement Request until you are certain you have cleared the issue (i.e, until all of your grades are posted).

Also, please note that:

* **Reinstatement requests received before grades are posted will not be reviewed.** You should only submit a request once your grades are posted and you are certain you have cleared your academic issue.
* Due to your suspended or dismissed status, you will be unable to register for the following semester until your reinstatement request is processed during the break.

APPEAL OF SUSPENSION OR DISMISSAL FROM CEAS:

Appeals are appropriate for situations that are ineligible for a simple reinstatement request and require a subjective interpretation of the student’s situation. Appeals are reviewed and assessed by the CEAS Academic Standing Committee, a committee consisting of faculty representing all CEAS departments. The committee meets a minimum of once per semester.

Appeals must be emailed to [CeasUgAcadAff@ucmail.uc.edu](mailto:CeasUgAcadAff@ucmail.uc.edu). All materials must be included in one single PDF titled “LastName\_FirstName CEAS Appeal” and use the cover sheet below. Appeals consisting of multiple electronic files will not be reviewed. Appeals must be received **by the last business day of the first week of the semester in which they are to be reviewed** by the Academic Standing Committee (typically, this is the first Friday of the semester). The committee typically meets within the first month of each semester. If the appeal is granted, your degree program in CEAS will be reactivated for the semester following the semester in which your appeal is reviewed.

The following items are required in any appeal of CEAS suspension or dismissal:

* **Academic Advising Requirement** – You must meet with a CEAS academic adviser *before* submitting an appeal. Discuss the appeal questions, and your academic and personal success plan with an adviser. Appeals will not be reviewed if the student has not met with a CEAS academic adviser.
* **Academic Recovery Plan** – Make sure your appeal includes a detailed and attainable plan for returning to good academic standing within a reasonable time frame – typically over the next 1-2 semesters. Discuss possibilities for using grade replacements with your adviser. Appeals with realistically achievable recovery plans are more likely to be approved. Overly optimistic plans which require extraordinary and highly uncharacteristic achievement going forward will typically not be approved.
  + If you are a current UC student, your recovery plan must be prepared using the “My Graduation Plan” tool available in your Degree Audit in Catalyst (<https://www.uc.edu/aas/students/resources/mygradplan.html>). It must detail not only the courses you need to take, but the sequence and semesters in which you intend to take them.
* **Personal Reflection and Success Plan** - Make sure your appeal includes a thoughtful reflection on your previous challenges, and a thorough personal success plan. A good personal statement will address the following:
  + What personal choices, extenuating or extraordinary circumstances or situations contributed to your lack of academic success in the past.
  + How have those circumstances been resolved such that you will be able to perform at a satisfactory academic level going forward.
  + What UC and CEAS resources, personal habits and strategies, etc. will you use to ensure your academic success going forward?
  + If you plan to work during school, how will you balance school and work (or other life demands)?

The following optional support documents may also be included in your appeal:

* **Letters of support** – You may include up to two letters of support from faculty, academic advisors, employers in your field of study, etc.
* **Statement from Medical Provider** – If your previous academic struggles were due in part or entirely to a medical condition that is now resolved or controlled via continuing treatment, it is advisable to include a statement from your medical professional (doctor, counselor, etc.) in support of your appeal. This statement should **not** go into great detail about your diagnosis, treatment, bills, or other private information, but the statement should:
  + Confirm that you were/are under their care for treatment of a medical condition.
  + Confirm that in their professional opinion, you are currently capable of managing the academic rigors of returning to CEAS, including under what course load.

Appeal of

**STUDENT NAME**

**STUDENT M#**

to return to

**Program Name**

in the College of Engineering & Applied Science

for

**SEMESTER/YEAR**

I confirm that:

This file is in PDF format and named “LastName\_FirstName CEAS Appeal.pdf”

I met with a CEAS academic adviser, **ADVISER NAME**, to discuss this appeal on **DATE OF MEETING**.

I have attached my Academic Recovery Plan, created using the “My Graduation Plan” tool (if available to me) and in consultation with my academic adviser.

If my appeal is granted and I follow my Academic Recovery Plan, I would graduate in the **SPRING/FALL/SUMMER** semester of **YEAR**.

I have attached my personal reflection and success plan.

(Optional) I have attached other supporting documents (please list them below):