



CARL ALBERT STATE COLLEGE

APPEAL OF ACADEMIC SUSPENSION

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

RETENTION GPA REQUIREMENTS Freshman with 30 or fewer credit hours must earn a minimum 1.70 GPA and Sophomores with more than 30 credit hours must maintain a 2.00 GPA to remain in good standing and avoid academic probation and suspension.

PROBATION/SUSPENSION Students who fail to meet the required retention GPA are placed on *probation*. For any student who was on academic probation the previous semester and who fail to raise the GPA to required retention GPA level, or to achieve a 2.0 GPA the next semester in regularly-graded coursework (excludes activity and performance) will be placed on *academic suspension*. Academically *suspended students* are ineligible to enroll for one regular semester (fall or spring), but may return after one semester and be "entering on probation". Student may continue enrollment when a 2.0 or better is earned in each term, and removed from probation or suspension when GPA meets or exceeds retention GPA level.

SUMMER TERM ALLOWANCE Students suspended in the Spring semester may be permitted enrollment in the Summer term and in *core academic* course(s) which meet general education or degree requirements. This applies to first-time suspensions with CASC. To continue in the fall term, students must achieve a 2.0 or better in the summer term and will "continue on probation" in each semester until the retention GPA is raised to the required GPA level.

2ND SUSPENSION Students who are suspended from CASC twice will own a PERMANENT SUSPENSION and may not re-enroll with CASC until the student has demonstrated academic ability and raised GPA to meet retention standards *after* attending another institution. Appeals for Permanent Suspension are heard before and granted by the Academic Affairs Committee

SUSPENSION APPEAL PROCESS Students may file an appeal of their suspension and, if successful, be allowed to enroll in the next regular semester. Successful appeal is not guaranteed, but may be granted in two circumstances. (1) Student may appeal his/her *suspension at Carl Albert State College*, but must file the appeal, provide written details of the circumstances which contributed to his/her suspension, and submit any other documentation to support the appeal. (2) Students may apply for admission to CASC following his/her suspension from *another college*, be placed on "entering on probation", and permitted to enroll.

Suspension Appeals are granted by the Academic Affairs Committee. The Office of Admissions will forward all documentation to the Academic Affairs Committee who will either APPROVE the appeal (enrollment permitted) or DENY the appeal (uphold suspension). The Office of Admissions will then notify the student (by cell, email, or letter as provided below) of Committee decision.

DIRECTIONS: Complete and return to the Office of Admissions.

Student Information

Institution of Suspension:	(college name)	(year)	(term)
ID Numbers:	(social security number)	(CASC ID number)	
Full Name:	(first name)	(middle name)	(last name)
Contact Numbers	(email – CASC Student Webmail or personal email)		(cell phone or day/time phone)
Address:	(mailing address)	(city)	(state) (zip code)

Please write details leading to your suspension and why you should be re-admitted to CASC rather than accepting your suspension and skipping this term. (Students should attach additional sheet & documentation as needed to explain what will you do different to avoid repeating poor performance).



Student Signature: _____ Date: _____

Committee Use Only

(check one) Uphold Suspension (appeal denied) Grant Appeal of Suspension (approve appeal)

Committee Chairman Signature: _____ Date: _____

Admissions Use Only

Checklist

- HOLD: Academic
- HOLD: Permanent Suspension
- PX: Prob/Susp, Term
- PX: Sus Appeal, Date
- Notify Student of decision
- Scan Student, AAC, & file

Initials: _____ Date: _____