

## APPEAL OF ACADEMIC SUSPENSION GUIDELINES

For CCAPS Degree, Credit Certificate, and Non-degree Students

Deadline to receive appeals is three weeks prior to the start of the term.

You may appeal academic suspension decisions to the College of Continuing and Professional Studies Scholastic Committee (CCAPSSC). **Readmission or registration access after suspension is not automatic.** You are advised to take a break away from school for one year before appealing.

To be readmitted or allowed registration, appeal to the CCAPS Scholastic Committee in writing and show evidence that demonstrates you will succeed academically, as well as evidence that registration plans match stated academic goals.

You will be contacted by email within 15 working days of receipt of your appeal. If your appeal is granted, you will need to make an appointment to sign an academic agreement outlining expectations for the next term of enrollment.

**If you wish to appeal your suspension, please follow these guidelines:**

### **CCAPS Non-degree Students:**

Follow steps 1 through 4 below.

Note that suspended CCAPS non-degree students who wish to earn a degree from the U of M are urged to pursue credits at another institution (such as a community college) and apply for admission as a degree-seeking student. Questions about preparing for transfer admission to the University of Minnesota can be addressed to the U of M Transfer Student Admission Office at 612-625-2008.

### **CCAPS Admitted Students:**

Follow steps 1 through 5.

Note that admitted students must work with their academic adviser to discuss the basis for the appeal and must include a statement from their adviser stating reasons the adviser supports or does not support readmission at this time. Adviser input must be submitted with the appeal and should include information regarding compliance with past academic probation agreements. If your adviser no longer works for the college, one will be appointed by the CCAPS Program Director for your program.

1. Submit an **email** (preferred) or a letter to the CCAPS Scholastic Committee.  
Email: [ccesc@umn.edu](mailto:ccesc@umn.edu)  
Mail: CCAPS Scholastic Committee | 20 Ruttan Hall | 1994 Buford Ave | Saint Paul, MN 55108
2. Include your first and last name, U of M ID number, U of M email address, and a phone number where you can be reached.
3. Explain why you wish to appeal your academic suspension. It is important to include reflection on *what occurred* to cause academic problems, what specifically is *different now*, and what *plans* you have related to registration, admission, and academic goals.

Non-degree students whose goals include U of M admission must contact the Transfer Student Admission office at 612-625-2008 to learn more about admissibility.

4. Indicate the term and year in which you hope to register for courses at the U of M with a list of courses in which you hope to enroll.
5. CCAPS-admitted students include adviser's written input referenced above.