

### **How to appeal a suspension or dismissal**

If you would like to appeal this decision, you should schedule a virtual or in-person appointment with an Assistant Dean through the link provided in the email notifying you of your suspension or dismissal. Please call the Associate Dean's office at 412-624-6480 with any questions.

**Before your meeting, create a written academic plan that specifically addresses what is going to be different for you in your next term of enrollment.**

Your plan may include:

- Changes in your academic plan regarding your major, adjusting your schedule to create a better balance between difficult courses, moving to part-time status to improve skills, etc.
- Steps you are taking to improve your study skills such as taking advantage of various resources on campus or specific changes you are making to your study habits
- How you are handling a medical issue differently (e.g. starting a new treatment plan, working with a counselor, cutting down risk factors, etc.)
- How you are in the process of changing problematic personal circumstances (e.g. living in a single apartment, cutting a problematic relationship out of your circle, recruiting an external support network of friends and family to keep you accountable, etc.)

It is important that you can provide tangible evidence of change and your efforts in thinking through a new plan for academic success in your meeting.

### **Financial Aid Considerations**

Suspension or dismissal likely affects your ability to receive financial aid. Please bring information regarding your financial aid situation (i.e. types of loans you may have, grants, scholarships, etc.) as the Assistant Dean can ensure you are aware of the consequences of not doing well on your particular financial aid status.

### **Documents you may be asked to provide**

- Academic plan
- Medical documentation
- Financial aid

### **Other Options**

You do not need to appeal your suspension or dismissal right away, though your course schedule in upcoming terms will be dropped if you do not appeal by the deadline stated in your notification letter. You may choose to take some time off before deciding when you may like to return. You are welcome to schedule a meeting with an Assistant Dean to review your current options based on your particular situation and determine how you can get in a better place before you formally appeal. This may give you more opportunity to reflect on some of these issues before enrolling in courses again. Regardless of your decision, appealing your suspension or dismissal should occur after you have thoroughly reflected on your academic plan, as outlined above.