

Undergraduate students who were academically disqualified following the Spring 2019 semester may appeal to request an additional semester on academic probation. Members of the Academic Appeals Committee will consider the following questions when reviewing appeals:

- Did the student make academic progress while on academic probation?
- Did the student provide documentation of extenuating circumstances that led to academic disqualification?
- Did the student make tangible changes that led to academic success?
- Did the student participate in the Strategies for Academic Success Probation Intervention Program or meet with an academic advisor to discuss academic probation?

*Note: Appeals of disqualification are not typically approved. Successful appeals must demonstrate that the student experienced extenuating circumstances that led to academic disqualification. Students whose Spring 2019 term GPA is 2.0 or above, are more likely to be granted an additional semester on academic probation.*

## Online Disqualification Appeal Form

Appeals of academic disqualification must be submitted via this [online form](#)\*  
by 5:00 p.m. on Friday, June 21st, 2019.

\*The online form will be accessible starting Friday, June 7<sup>th</sup> at 9:00 a.m. Please note that appeals must be submitted by the deadline. Appeals that are in progress at 5:00 p.m. on June 21<sup>st</sup> will be terminated. *Incomplete appeals will not be reviewed.* Students who successfully submit an appeal will receive a confirmation email with a summary of their responses.

The online appeal of disqualification form contains five general sections:

- 1) Student Information: Students will provide basic identifying and contact information. Please note that BeachMail (@student.csulb.edu) accounts must be used.
- 2) Spring 2019 Grades: Term GPA and course grades will be reported in this section.
- 3) Explanation of Circumstances: It is the student's responsibility to help the committee understand the extenuating or catastrophic circumstances that led to their academic difficulties. Students should be prepared to provide an explanation of these circumstances and the steps they took to address them. Students will also be asked if they utilized specific campus resources. *Responses may be either typed directly in the spaces provided in the online form, or typed in a 1 – 2 page statement and uploaded as a Word document or PDF file as a supporting document.*
- 4) Fall 2019 Plan: Students are required to submit a proposed Fall 2019 class schedule. Their plan must include a brief outline of the changes they will make next semester if their appeal is approved.
- 5) Supporting Documents: Students are only required to upload a copy of their unofficial CSULB transcript; however, additional supporting documentation is strongly recommended. This may include any documentation that explains circumstances related to the student's academic performance (i.e. letters or other documents from medical and healthcare providers, academic advisors, counselors, employers, etc.).

\*Letters of recommendation may also be emailed directly to [Sonia.Munoz-Duran@csulb.edu](mailto:Sonia.Munoz-Duran@csulb.edu)

- *We understand that some supporting documents may contain confidential information. Students who prefer to submit hard copies of supporting documents, may deliver them in person at the University Center for Undergraduate Advising (June 7th - June 21st) in the Student Success Center (SSC), Room 140.*

## Appeal Decision

Students will be notified of the committee's decision by the evening of Monday July 22, 2019. Approved students should contact the appropriate advising center to discuss their Fall 2019 class schedule and remove any advising holds that may have been placed on their record. Classes begin on Monday, August 26, 2019.

Students whose appeal is denied are strongly encouraged to attend a [Reinstatement Workshop](#) to learn about the reinstatement application procedure and minimum eligibility criteria required to be considered for readmission.