



Request for SSD support for
Suspension Appeal/Additional Probationary Semester
by students with
Learning Disabilities, Attention Deficit Disorder, and/or Autism Spectrum Disorder

(READ CAREFULLY BEFORE SUBMITTING REQUEST)

- Requests for suspension appeal/additional probationary semester for students with learning disabilities (LD), Attention Deficit Disorder (AD/HD), and/or Asperger's Disorder will be reviewed by the Services for Students with Disabilities (SSD) office's Academic Relief Committee.
- All requested suspension appeal/additional probationary semesters will be considered on a case-by-case basis and are not granted solely due to the presence of a disability.
- Requests will not be considered until ALL information is submitted and ALL relevant documentation is turned in to the SSD office. This complete request must be received in the SSD office (in person by fax or as an e-mail attachment) two full business days before the Academic Deans' suspension appeal meeting.
- **Students** requesting SSD support for a suspension appeal/additional probationary semester **must meet with the academic dean** of their college to discuss this request. **Then submit to the SSD office** a copy of the completed academic college's suspension appeal form **AND** the answers to the following five (5) questions:
 1. **How has your disability affected your academic performance?**
 2. **What strategies did you use to resolve the problem before making this request? (i.e. tutoring, workshops, study groups, professor help, etc.)**
 3. **What are you now doing to improve your academic success?**
 4. **What are your academic goals, and how do you plan to meet them?**

5. Do you plan to file, or do you have a pending request for academic relief or suspension appeal with either Schiffert Health Center (Y ___ or N ___) or Cook Counseling Center (Y ___ or N ___)?

- In order to qualify for consideration of this suspension appeal/additional probationary semester request, the student must have submitted to the SSD office adequate documentation indicating there is a diagnosed learning disability and/or AD/HD and that the disability has **SUBSTANTIALLY** interfered with the ability to meet academic responsibilities.
- Once suspension appeal/additional probationary semester or other academic relief is granted, additional requests will not be considered unless new, compelling documentation is provided.
- The SSD office may contact the student to clarify information included in the request or to offer other suggestions and alternatives to the specific request. The SSD office may also request additional documentation and information from the student regarding the request.
- The SSD Academic Relief Committee reserves the right to confer with the Schiffert Health Center and the Cook Counseling Center on a case-by-case basis to receive clarification regarding the disability documentation or to verify prior academic relief/suspension appeal requests.
- All recommendations of the SSD Academic Relief Committee will be made via e-mail to the student's academic dean (student's name and student ID# disclosed in this e-mail). The student will also be notified of this recommendation through e-mail. The final decision rests with the academic dean.

