

**ADVICE FOR SUSPENDED STUDENTS
IN THE
COLLEGE OF ENGINEERING AND APPLIED SCIENCES
SPRING 2009**

If you have been placed on academic suspension at the end of any given semester, it means that you are not allowed to return to Stony Brook and take courses during the following semester, unless you are granted special permission to stay on.

Students are academically suspended when they fail to achieve at least a 2.0 cumulative G.P.A. following a semester of academic probation.

If you wish to return to Stony Brook the semester immediately following your suspension, you can submit a petition for academic reinstatement (see guidelines for petitioning on page 2). If your petition is approved you may return the following semester. If your petition is not approved, you will have to sit out for at least one semester and petition to return again at a later date.

Only students who have earned a 2.0 or higher term G.P.A. in the Spring 2009 semester are eligible to petition for immediate reinstatement.

If you have not earned a 2.0 term G.P.A. in the Spring 2009 semester, you must sit out at least one semester and are eligible to petition for reinstatement for the Spring 2010 term. It is **highly recommended** that you attend another college/university for the Fall 2009 term, taking courses related to your major and earning good grades (B or better) to be considered for future reinstatement.

PETITIONING FOR ACADEMIC REINSTATEMENT FOLLOWING SUSPENSION

The following are some considerations/suggestions to think about when petitioning for academic reinstatement, following suspension.

Who Should Consider Petitioning?

If you took a full-time course load and achieved a 2.0 or higher term G.P.A. in the semester immediately prior to suspension you are eligible to petition for immediate academic reinstatement. If your G.P.A. in the semester immediately prior to suspension is below a 2.0, you are not eligible to petition for immediate reinstatement and must sit out at least one semester.

Note that the 2.0 term G.P.A. is only a minimum requirement, reinstatement is not guaranteed and is highly dependent on your overall academic performance (especially in mathematics, science and major coursework), time to graduation, and academic plan.

Petitioning for academic reinstatement following suspension has no guarantee of approval. You are requesting an exception to the academic policy of the University, so you must make sure that you provide a good reason(s) to make such a request. Before you decide to petition, whether it's for immediate or later reinstatement, spend some time reflecting on your academic path and progress. Ask yourself the following questions:

1. Am I in the right major? Do I like the courses I'm taking or am I just getting by? Do I even have a major yet?
2. Are my current academic goals realistic? Do you enjoy the classes you are taking for your major or are you struggling with your mathematics and science core?
3. Am I making school my top priority or am I letting my job or social schedule take the lead? If I have to work, would I do better if I only worked part-time or only attended school part-time?
4. Am I experiencing debilitating family or personal problems that have prevented me from doing my best academically? Is this the right time for me to be in school or do other issues in my life need my attention, at least for now?
5. Is Stony Brook the right place for me? For some students, Stony Brook is not the best possible fit. Consider your comfort level here before automatically deciding to try to return.

Asking yourself these types of reflective questions may help you to determine if an immediate petition for reinstatement is the best course of action for you. Some students decide that for them, taking classes at another school, working, or just taking time to reevaluate their academic plans and progress can prove very fruitful in the long run. It's important to petition when you are really ready to come back and prepared to make the kind of positive changes you will need to make to achieve academic success. Successful petitioning for reinstatement just for the sake of being reinstated, is likely to result in a repeat poor performance and put your academic future at the University in jeopardy.

How Does the Petitioning Process Work?

To petition for academic reinstatement, you'll need to pick up a petition from the Office of Undergraduate Student Services in Room 127 of the Engineering Building.

You will need to complete a CEAS petition form giving convincing evidence that it is appropriate for you to continue your studies at Stony Brook and that you will be able to graduate in a reasonable period of time. Petitions for reinstatement must be submitted by the date stated in the letter of suspension.

Your petition will be reviewed by the CEAS Committee on Academic Standing and Appeals and their decision communicated to you in person or in writing. If your petition is denied, you will have a limited amount of time to appeal and must present **new** information in your appeal.

If your petition is approved, you will pick up your petition form and bring it to the Registrar's Office for processing. Note that your suspension and reinstatement are permanent remarks on your academic record.

What Kind of Documentation Do You Need to Submit With Your Petition?

Petitions for reinstatement require the petition form itself, a letter from you explaining why you believe you should be reinstated, and any other supporting documentation to help make your case. Petitions should be filled out neatly and completely. Letters accompanying petitions should be organized, succinct, and free of spelling, grammatical and typographical errors. Be sure to keep copies of all documents you submit for your own records.

Supporting documentation can include a number of different kinds of materials, depending on your circumstances. The following is a list of potential supporting documents:

- Academic documentation; i.e. copies of official transcripts or explanatory letters from academic departments or instructors
- Medical documentation; i.e. a doctor's note, hospital records, letter from a mental health counselor/therapist
- Legal documentation; i.e. accident report, legal summons, court documentation, obituary or death notice, police report
- Financial documentation; i.e. student loan or financial aid information, pay stubs, documentation of financial hardship
- Letters of support; i.e. from employers or instructors

Another piece of information that can be useful when submitting a petition for reinstatement is an academic plan. An academic plan may clarify a potential major or change of major, outline a specific course load for a given semester(s) or project a graduation date. Submitting an academic plan can help the CEAS to understand that you are serious about completing your degree and that you have put a reasonable amount of thought into how you're planning to do so.

What Should You Do If You Are Not Immediately Reinstated?

Students who are not immediately reinstated are required to sit out for at least one semester (meaning you cannot enroll in courses at Stony Brook for the semester following suspension) before petitioning for reinstatement. During that semester, a wise course of action would be to enroll in courses at another college, if possible, as a full-time student (at least 12 credits), and achieve the highest grades you can in that coursework. If you hope to eventually return to Stony Brook, the transcript from the other school you attend in the meantime can be used as documentation for your next petition for reinstatement.

Before enrolling in courses at another school, make sure you check with our Transfer Office, Room. 134 Administration Bldg, (631) 632-7028. A transfer advisor can let you know if the course(s) you're planning to take at another school will satisfy DEC credits. If you need to know if such course(s) may satisfy major or minor program credits, you will need to see an advisor from the corresponding academic department. Not only can you use transcripts from other schools as documentation for reinstatement, but you can also continue to make progress toward your degree even while out on suspension. See the last two pages of this handout for a list of contact numbers for local schools that accept suspended and dismissed students.

If taking courses at another school is not an option for you, you may submit a letter(s) of support, for example, from an employer or other some other appropriate authority (i.e. doctor or counselor).

What Should You Do If You Are Reinstated?

Once you have been reinstated, it's extremely important to make an appointment to see an academic advisor. Depending on where you are with your degree progress, you may need to see a general academic advisor (about DECS, course registration, etc.) and/or a faculty advisor from your major department. Starting off your first semester of reinstatement with an appropriate schedule is the first step to achieving your goals and recovering from a poor academic performance.

Once you are academically reinstated, you are given two semesters in which to bring your cumulative G.P.A. up to a 2.0 or higher. You will be required to meet with an academic advisor at least once during each of your semesters of reinstatement. At the end of the second semester, if your cumulative G.P.A. is at 2.0 or higher, you will be considered in good academic standing; if not, you will be academically dismissed from the University.

STONY BROOK UNIVERSITY

COLLEGE OPTIONS FOR SUSPENDED STUDENTS

General information for students applying to colleges:

1. Contact the Admissions Office at the college of your choice to obtain the appropriate application.
2. In addition to the appropriate application and the application fee, be prepared to provide the college(s) with official college and high school transcripts in sealed envelopes, SAT scores, AP scores and immunization records. In some cases, students may be required to provide a detailed letter stating an explanation for the low G.P.A. that resulted in the academic suspension or dismissal. Some colleges may also require an interview and/or essay, while other schools require potential students take a semester off before being eligible to apply for admission. Be sure to make inquiries with each school regarding additional/special application requirements.
3. Apply as early as possible or by the deadline specified by your school(s) of choice. Although some colleges may accept applications up to the start of classes, you should apply early for the best selection of courses.
4. If you plan to take courses at another school that you want to count toward the Stony Brook D.E.C., please contact the Transfer Office, 134 Administration, (631) 632-7028, for approval of D.E.C. courses.
5. If you intend to take courses for your major at another school, you must check with your major department at Stony Brook to determine if the course(s) you plan to take will count toward your major should you later return to Stony Brook.

LOCAL COLLEGES

The list below is provided for your convenience and is not necessarily an exhaustive one. Students may inquire with other schools of interest on a case by case basis. None of the colleges listed is obligated to accept suspended or dismissed students from Stony Brook. For detailed admissions information, contact the school(s) of your choice.

Community Colleges

Borough of Manhattan CC Admissions
Room S300
199 Chambers Street
New York, NY 10007
212-220-1265
www.bmcc.cuny.edu

Queensborough Community College
222-05 56th Avenue
Bayside, NY 11364
718-631-6236
www.qcc.cuny.edu

Bronx Community College Admissions
Loew Hall Room 224
West 181st Street & University Avenue
Bronx, NY 10453
718-289-5888
www.bcc.cuny.edu

Suffolk Community College
Central Admissions 533 College Road Selden, NY
11784-2899
www.sunysuffolk.edu
631-451-4222
Ammerman Campus (Selden)
631-451-4222
Western Campus (Brentwood)
631-851-6520
Eastern Campus (Riverhead)
631-548-2500

Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, NY 11235
718-368-5115
www.kbcc.cuny.edu
Dr. Elizabeth Basile is the Director of the New Start Program.

Westchester Community College
75 Grasslands Road
Valhalla, NY 10595-1693
914-785-6735
www.sunywcc.edu

Nassau Community College
One Education Drive
Garden City, NY 11530
516-572-8127
www.sunynassau.edu

Four-Year Colleges

Adelphi University
1 South Street
Garden City, NY 11530
516-877-3000
www.adelphi.edu

St. Joseph's College
Patchogue Campus
155 West Roe Boulevard
Patchogue, NY 11772
631-447-3219
www.sjc.ny.edu

College of Staten Island
2800 Victory Boulevard
Staten Island, NY 10314
718-982-2012
www.csi.cuny.edu

York College
94-20 Guy Brewer Boulevard
Jamaica, NY 11451
718-262-2000
www.york.cuny.edu