

**Request for Deferred Suspension Agreement
Student Success**

Date: _____

Student Name: _____ Tarleton ID: **000**_____

Phone: _____

Tarleton E-Mail Address: _____ **@go.tarleton.edu**

The purpose of this document is for you to provide important information to the Student Success Appeals Committee, in support of your petition for special consideration for a “Deferred Suspension Agreement”. Such agreements are sometimes granted to students who can make a **compelling** case that they have been subject to extenuating circumstances and that they deserve “one more chance” to bring their **Total Institution Grade Point Average** (GPA) back above 2.0, and return to good academic standing. It must be realistic for you to make the needed corrections during one academic term (i.e., one semester **or** both summer sessions).

The fact that you have been suspended means that your grades have been unsatisfactory for a least two consecutive semesters (or you are a new student with a very low GPA on your first semester at Tarleton). This is a matter of concern to the University and, of course, to you. According to University rules, being on academic suspension means you are required to stay out of school for one or more semesters, depending on your circumstances. Consequently, you are requesting an exception to these rules. We attempt to be fair and supportive of our students, but we cannot make these accommodations unless clearly justified.

The Student Success Appeals Committee will examine the information you present here to determine if special consideration seems warranted.

General Information:

1. What is your official declared major? _____
2. Who is your Academic Advisor? _____
3. What is your classification? _____
4. Have you changed majors? Yes _____ No _____ If yes, from _____
5. Were you on academic suspension before?
 - (a) At Tarleton: Yes _____ No _____
 - (b) Elsewhere: Yes _____ No _____
6. Will you have a job during school? Yes _____ No _____
If yes, where? _____ Hours/Week. _____

Explanation of your situation:

Having been placed on suspension means that your **Total Institution GPA** was not satisfactory for two or more semesters in a row (or you are a new student with a very low GPA on your first semester at Tarleton). So, the question you are answering here is: “What can/will I do differently from previous semesters to repair my GPA?”

NOTE: If you are granted a “Deferred Suspension Agreement” and don’t fulfill all conditions outlined in this agreement, then your suspension time will be increased and you may lose the opportunity for future deferrals.

The special consideration you are requesting requires that you must be able to honestly answer **yes** to **all** of the items below before the Student Success Appeals Committee will consider making an exception in your case:

1. Your Total Institution GPA can definitely be numerically raised to 2.00 or above in one academic term (i.e., one semester or both summer sessions) on the approved amount of coursework; **and**
2. You have a specific plan for doing that, which revolves around **re-taking Tarleton courses** with low grades (Note: Changing your GPA using the “forgiveness” option will not take you off suspension); **and**
3. Those courses are available in the upcoming academic term; **and**
4. Given your academic performance thus far, you have a reasonable chance of getting the added grade points needed to raise your Total Institutional GPA above 2.00; **and**
5. You **can and will** make significant changes in your academic routines and priorities (including things such as study habits, personal life, extracurricular activities, employment obligations, class attendance, getting appropriate help, etc.) to meet your academic goals in the upcoming academic term; **and**
6. You are willing to cooperate with the Dean in **all** of the obligations that are part of the “Deferred Suspension Agreement”.

In order to provide these assurances you must give written answers to the following questions and bring this document to Student Success for your appointment with the Student Success Appeals Committee. The committee members will talk with you about these issues, before considering a “Deferred Suspension Agreement” request. If you need assistance in completing this request, I encourage you to meet with a Faculty Advisor in Academic Advising Services (Thompson Student Center, Room 13; 254-968- 9746).

Your academic situation is serious and your serious attention and priorities given to this process can have a significant bearing on whether your request is denied or approved. Follow all the steps below and respond accordingly:

1. Show that you can obtain a **Total Institution GPA** of at least **2.0** in one academic term (i.e., one semester **or** both summer sessions) Use your current transcript to do the calculations on the following chart and fill in the blanks below:

a.	Your Total Institution GPA Hours (from transcript)	
b.	Total Institution GPA Hours above multiplied by 2 (this is number of Quality Points you need for a Total Institution GPA of 2.0)	
c.	Your Total Institution Quality Points (from transcript)	
d.	Subtract the value on line “c” from the value on line “b” (this is the number of grade points you will have to make up in one academic term.)	

Is it feasible and realistic that you can attain all those points in one academic term (i.e., one semester **or** both summer sessions)? Explain:

2. Think about what Tarleton courses you can repeat to gain the needed quality points. (See guideline on course load below) You should not take new courses until you repair your GPA since this also raises your number of hours. Taking new courses does not help your GPA as much and can easily pull it down.

- For 1-hour courses these grade point values apply: F=0 D=1 C=2 B=3 A=4
- For 2-hour courses these grade point values apply: F=0 D=2 C=4 B=6 A=8
- For 3-hour courses these grade point values apply: F=0 D=3 C=6 B=9 A=12
- For 4-hour courses these grade point values apply: F=0 D=4 C=8 B=12 A=16

For example, if you repeat a 3-hour course in which you have a D (3) and you raise it to a B (9), you gain 6 new points. If you raise an F (0) to a C (6), you also gain 6 new points. And so on. Raising an F or D to a C or B can be worth more to your GPA than making an A or B on a new course!

List all of your Tarleton courses with grades of D or F (e.g., ENGL 111):	Grade	term

3. **What course load should I take?** We recommend enroll in the **smallest** load possible that will realistically attain the maximum quality points possible, certainly the minimum needed. Here are guidelines that you should consider:

- a. If you have a job of less than 20 hours/week or equivalent out-of-class responsibilities, enroll in no more than **15** hours during a semester or **12** hours during the summer sessions while on a “Deferred Suspension Agreement”.
- b. If you have a job of 20+ hours/week or equivalent out-of-class responsibilities, you should reduce your course load.

4. **Write down your proposed schedule** for the next academic term (i.e., one semester or both summer sessions) in the chart below. Check the schedule for the next academic term (i.e., one semester or both summer sessions) to see whether or not the courses you need are available and are offered at a time you can take them. **Make a realistic and conservative estimate of grades you can likely make in these courses.** Fill in the appropriate information for each course listed.

Course (e.g., ENGL 111)	New Hours	Repeat Hours	Previous Grade	Previous Points	Estimated New Grade	Point Gain
Total NewHours (if any)		XXXX XXXX	XXXXX XXXXX	XXXXX XXXXX	Total Point Gain	

Last Name: _____ ID#: **000** _____ Date: _____

5. **Calculate your “expected” Institution GPA:**

$$\text{New Institution GPA} = \frac{(\text{Total Institution Quality Point} + \text{Total Point Gain})}{(\text{Total Institution GPA Hours} + \text{Total New Hours})}$$

$$\text{New GPA} = \left(\frac{\text{_____} + \text{_____}}{\text{_____} + \text{_____}} \right)$$

$$\text{Expected GPA} = \text{_____}$$

Note: Do some “what if’s” to see what would be the lowest grades you could make in the courses and still earn a 2.0 GPA.

Explain why you believe it is realistic that you can obtain these grades (you may write on the back side of this page).

6. **What will you do differently?** Be honest with yourself. Obviously, something you were doing in the past semesters didn’t work very well. Your school habits must change. List specifically the things you will do to reach your goal.

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7. This is your opportunity to talk about unusual circumstances that existed in previous semesters (illness, work situations, personal problems, etc.) that you believe had some influence on your lack of academic success. Describe how these circumstances **will not** affect your school work next term:

8. If there are any other issues in your situation you want to discuss that you believe demonstrate how you have committed to “turn a new leaf” and strengthen your request, please describe here:

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9. If you are granted a deferral of suspension, you will be signing an agreement to enroll in specific courses to raise your **Total Institution GPA** equal to or greater than 2.00 by the end of the upcoming academic term (i.e., one semester or both summer sessions). As a condition of the agreement, you may also be required to do other things such as passing all courses taken.

If allowed to re-enroll, will you comply with **all** requirements? **Yes / No**

Do you understand that if you do not comply with **all** the terms of the agreement that you can be placed back on a longer suspension, regardless of your Total Institution GPA?

Yes / No

10. If you are granted a deferral of suspension, do you understand that this decision does not constitute approval of financial aid? Please contact the Student Financial Aid office at (254) 968-9070 or at finaid@tarleton.edu if you have any questions regarding the status of your financial aid.

Yes / No

Signature of Student Date

(You may add any additional comments you wish to make)

Bring this completed document to your appointment.

Student Success Appeals Committee Notes:	
Hearing Date/Time: _____	
Request for Deferred Suspension Agreement:	
_____ Approved or _____ Denied for Academic Term _____	

Dean of Student Success or Designee	Date