Dear <student name>,

Your semester grades have posted, and you can now see them in SOAR. I’m writing you today because your grades have placed you on **Suspension**. Per University policy, you are now required to sit out for the upcoming spring semester. I know this outcome is not what you wanted from this semester, but we hope the time away from classes will help you prepare for a good return and academic recovery.

**Please note that you will need to follow the steps below to get readmitted, advised, and registered before you can start classes next summer or fall.** We recommend that you begin this process at the start of March 2022. You can [apply for readmission](https://www.usm.edu/undergraduate-admissions/index.php#apply) through the Office of Admissions for summer or fall 2022 at that point. Note that any remaining account balance from prior semesters must be paid in full before you can be readmitted.

Separately from being readmitted, you will also need to clear your academic (suspension) hold in order to be able to enroll in any classes. **Here are the steps to follow to get your academic hold removed :**

1. On your own, fill out Section 1 of the [Petition for Clearance of Academic Hold](https://www.usm.edu/registrar/_files/clearance-of-academic-hold-12-7-20.pdf)[form](https://www.usm.edu/registrar/_files/clearance-of-academic-hold-12-7-20.pdf).
2. Working with your major advisor listed in SOAR, complete Section 2 of the Petition and review your proposed courses.
3. Working with the designated professional advisor listed [on this website](https://www.usm.edu/advisement-center/aip-advisors.php) for your major, complete an Academic Improvement Plan (AIP) and Section 3 of the Petition.
   1. Click the gold “Schedule Appointment” button for the designated professional advisor. If they don’t have a button, email or call them to ask for an appointment to complete an AIP with them~~.~~
   2. Before your appointment with the designated professional advisor, complete Section I of [the Academic Improvement Plan](https://www.usm.edu/advisement-center/_files/academic-improvement-plan-12-10-20.pdf) from and email it to your designated professional advisor.
   3. Meet with the designated professional advisor to discuss a personalized AIP for you and set plans for your next semester.

The priority deadline for readmission is ten days prior to the start of classes. If you are not readmitted by this deadline, we cannot guarantee that you will be able to see your advisors, complete paperwork, and get enrolled for that semester. To avoid potential postponement to a later semester, we strongly recommend applying for readmission in March and beginning the steps above to remove your hold.

If you have any questions, please let us know by reaching out to your Advisor (listed in SOAR) or filling out the [Ask-an-Advisor form](https://forms.usm.edu/registrar/view.php?id=3). We are here to support you and will be glad to welcome you back after your suspension semester.

Sincerely,

Amy L. Chasteen

Executive Vice Provost