

# Student Conduct Suspension Clearance Process Overview

## **Student Conduct Suspension Clearance Petition**

Returning to The University of Tampa after an extended absence due to disciplinary action can be a difficult decision. In order to ensure a successful return to the University, students suspended for disciplinary reasons must complete the Suspension Clearance Petition. Completion of the Suspension Clearance Petition does not automatically reinstate suspended students. After receiving the Suspension Clearance Petition, the Office of Student Conduct works with the Student Clearance Committee to ensure each suspended student is prepared to return as a successful member of the University community. Upon review of the Suspension Clearance Petition, suspended students may be required to submit additional information and/or agree to certain parameters before being eligible for readmission/reenrolling at the University.

In order to return to the University after suspension, a suspended student must complete all assigned sanctions from the Office of Student Conduct and submit a Suspension Clearance Petition. In addition to the Suspension Clearance Petition form, students must include the following with the petition:

1. A personal statement about their readiness to return to The University of Tampa including information that behaviors displayed that caused the suspension have been addressed. This may include but is not limited to documented therapeutic intervention, behavioral intervention, and/or educational intervention.
2. Evidence of how a student spent their time away from The University of Tampa. This includes but is not limited to academic progress and/or gainful employment during their time away from The University of Tampa. Examples include:
  - a. Official transcripts from any institutions attended and/or
  - b. Paystubs and/or a letter on company letterhead that clearly verifies your dates and scope of employment.
3. Verification of completed community service hours. The specific number of required hours will be contained in your student conduct outcome letter.
4. Completion of an alcohol and other drug treatment program to the satisfaction of the Student Clearance Committee (if included in your student conduct outcome letter).
5. Completion of anger management treatment to the satisfaction of the Student Clearance Committee (if included in your student conduct outcome letter).
6. Two letters of recommendation attesting to your maturity, growth potential, and readiness to return to the University of Tampa from persons not related to the student.

*The specific requirements of your Suspension Clearance Form for numbers 3, 4 and 5 were included in your student conduct outcome letter.*

Please note that you will not be able to submit your Suspension Clearance Petition until 30 days prior to your suspension end date.

## **Student Conduct Suspension Clearance Process**

Upon receipt of the Suspension Clearance Petition, the Office of Student Conduct will notify the suspended student via e-mail what components may be outstanding. Once all requirements have been received, your Suspension Clearance Petition will enter its review phase. The Student Clearance Committee may take up to 15 business days to review Suspension Clearance Petitions once all requested information has been received. After the review is completed, you will receive a notification from the Office of Student Conduct. This notification will include your reviewed status and under what conditions the University is prepared to support your return. The University retains the right to grant final clearance. Therefore, it may be necessary for a representative of the UT Health and Wellness Center to conduct an evaluation interview prior to re-enrollment.

If a Suspension Clearance Petition is denied, a student may appeal the decision in writing to the Vice President of Student Affairs and Dean of Students or designee within 2 business days of receipt of the denied petition. The Vice President of Student Affairs and Dean of Students will review the appeal. The decision of the Vice President of Student Affairs and Dean of Students or designee is final.

# Student Conduct Suspension Clearance Petition

## Student Information

Student Name: \_\_\_\_\_

UT ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

## Suspension Clearance Petition Documents Included

- Personal Statement
- Evidence of Academic Progress (Coursework, Transcripts, etc.)
- Information that behaviors that caused suspension have been addressed.
- Other evidence of how a student spent their time away from UT. Examples include paystubs, employment letter verification, etc.
- Verified Completion of Community Service Hours
- Letters of Recommendation

## Questions:

1. **I have included information regarding completion of Alcohol and Other Drug Treatment with this petition.**
  - Yes. I have included it with my petition.
  - No. I have completed it but have not submitted my information.
  - No. Alcohol and Other Drug Treatment was not required as a condition of my return petition.
2. **I have included information regarding completion of Anger Management Treatment with this petition.**
  - Yes. I have included it with my petition.
  - No. I have completed it but have not submitted my information.
  - No. Anger Management Treatment was not required as a condition of my return petition.

**I attest by signing below that all information contained in this petition is true and accurate. Additionally, I understand that a review of this petition may take up to 15 business days. Once reviewed, I will be contacted by the Office of Student Conduct.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*All documentation must be sent directly to the Office of Student Conduct at [conduct@ut.edu](mailto:conduct@ut.edu).*