

Narrative Question 1: *In the space provided below, **please describe in detail** the circumstances that negatively contributed to your academic standing during the term for this appeal. If applicable, this should include personal injury or illness, or significant injury, illness, or death of an immediate family member. Other circumstances that could apply include personal financial circumstances, food, or housing insecurities, or additional personal or familial responsibilities such as childcare, employment, etc.*

Example Response:

The circumstances that negatively contributed to my academic standing include the death of my paternal grandfather (documentation attached), chronic migraines (documentation attached), working 20 hours a week with a part-time job (documentation attached), and acting as part-time caretaker for my younger siblings.

On February 1, my paternal grandfather passed away unexpectedly. I had to miss a week of classes to help my family with final arrangements. I was very close to him and the grief I experienced from his death resulted in a lack of focus, motivation to study, and loss of sleep deep into the semester. Although I could make up assignments I missed during that week, for the rest of the semester I was behind and unable to catch up or get ahead on my reading and homework assignments.

When I was 10 years old, I was in a car accident and suffered a traumatic brain injury. Since that time, I suffer 2-3 migraines on average each month that cause blurred vision, sensitivity to light, nausea, and confusion. These migraines can come without warning and make it difficult to inform my teachers quickly, sometimes resulting in attendance policy infractions. Although my teachers are empathetic to my condition and help me get the material I miss, my missing class sometimes results in having to learn the material on my own and without the help of my teacher. This contributed to my not having success on exams.

Finally, I come from a single parent household with 4 children, including me. As the oldest, I have responsibilities for caring for my youngest siblings on weekends when mom is at work. Because mom's jobs don't cover all the family expenses and financial aid wasn't enough to cover my own expenses, I work 4 nights per week at a part-time job. Between classes, caring for my siblings, and my part-time job, I had difficulty finding time to focus on studying and my own self-care.

Narrative Question 2: *In the space provided below, **please describe in detail** a plan for academic improvement. Please include steps you have taken already and steps you will take in the future to improve your academic standing at Ball State. You should also discuss any circumstances that contributed to your current academic standing that will no longer apply in the future.*

Example:

If I am granted my appeal and can return to Ball State next term, I plan to utilize campus services such as the Office of Disability Services, the Counseling Center, my academic advisor, my teachers, and the Learning Center. I plan to manage my time better

as well and work with my boss and family to ensure I have time to complete my schoolwork.

It has been 4 months since the death of my grandfather and much of the grief has subsided. However, to keep the grief from returning and to improve my self-care, I will use the self-help resources that the Counseling Center provides online. If I sense the grief is coming back, I will utilize group counseling and individual counseling as needed.

I have already met with my academic advisor and with their help created a schedule for next semester that will help me manage my time better. When I have time in-between classes I will visit the library or Learning Center to get my homework done or to get ahead on future work as best I can. Because math has been a difficult class for me, I will utilize tutoring at the Learning Center at least once per week and work to set up a regular study group with classmates. I have already registered with the Office of Disability Services and next semester will take advantage of my additional test-taking time accommodation. I will communicate with my teachers when the semester starts to let them know of my migraines and develop a plan for communicating with them if I must miss class. I will work with them to get the information I need from the classes I miss. If I don't understand the material, I will visit my teachers outside of class.

I will still need to work part-time but have already spoken with my boss at work and I am able to choose my own working hours. They also said that they are flexible if I need to call off work so that I can study for an upcoming exam. I will also commit to getting as much homework done as I can when I'm caring for my siblings on the weekends.

This experience has taught me that I must take more responsibility for my own college success. I must be more intentional about preparing ahead of time for any obstacles that could arise and disrupt my meeting my academic goals. I will follow through on using Ball State or other resources I have access to when obstacles arise rather than trying to overcome them on my own.