

Northwest Technical College
Records Office
905 Grant Avenue SE
Bemidji, MN 56601
phone: 218-333-6600 fax: 218-333-6697
records@ntcmn.edu

ACADEMIC

READMISSION PETITION

You have the right to petition for readmission after being placed on academic suspension. You must complete this petition in its entirety in order to be considered for approval. Petitions should be submitted to the Records Office. **Petition results will be emailed to your NTC student e-mail address, unless a different address is provided below.** For financial aid reinstatement, please contact the Financial Aid Office.

Name: _____ Student ID: _____

Email Address: _____ Phone: _____

Complete **ALL** steps below and on reverse.

Step 1: Complete the following boxes to identify your readmission petition type(s) and your current academic information:

Term last attended: _____

Term seeking readmission: _____

My current cumulative GPA is: _____

My current cumulative Completion Rate is : ___%

This is my first academic suspension YES ___ NO ___

My program/major is: _____

Advisor: _____

Step 2: Suspended students may petition **based on extenuating circumstances**. In the box below indicate your extenuating circumstance(s). **Supporting documentation is highly recommended.** *NOTE: Extenuating circumstances **DO NOT** include lack of funds, failure to understand or adhere to university policy, or dissatisfaction with an instructor or course.*

I am petitioning based on (check ALL that apply; attaching appropriate supporting documentation will strengthen your request; examples of types of documentation are included below.)

- Personal physical health or mental health issue** – (e.g. health providers’ statement written on official letterhead)
- Death of immediate family member** – (e.g. obituary or funeral information)
- Call up for active military duty** – (e.g. copy of official military orders)
- Family/Relationship crisis** – (e.g. court or legal documentation)
- Disability issue not previously diagnosed or documented** – (e.g. documentation from a certified disability specialist or medical doctor)
- Natural disaster, including flood, fire, or tornado** – (e.g. insurance documentation)
- Job loss** - (e.g. unemployment verification or employer termination letter)
- Recent academic success at another college or university** – (e.g. transcript)
- Other** _____

Step 3: Fill out the following information. The items checked in this section should be addressed in Step 4.

Challenges to being academically successful (Check all that apply)

<input type="checkbox"/> Academics	<input type="checkbox"/> Family Responsibility	<input type="checkbox"/> Procrastination
<input type="checkbox"/> Attendance	<input type="checkbox"/> Relationship(s)	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Poor Study Habits	<input type="checkbox"/> Financial Obligations	<input type="checkbox"/> Physical Health
<input type="checkbox"/> Time Management	<input type="checkbox"/> Living Situation	<input type="checkbox"/> Other: _____

Support plan to be academically successful (Check all that apply)

<input type="checkbox"/> Counseling Center	<input type="checkbox"/> Time Management Skills	<input type="checkbox"/> Workshops
<input type="checkbox"/> Career Services	<input type="checkbox"/> Study Skills	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disability Services	<input type="checkbox"/> Tutoring	
<input type="checkbox"/> TRIO/SSS		

Step 4: Attach to this petition form, a well thought out, detailed letter explaining:

1. Your extenuating circumstances and how those circumstances affected your progress. Be sure to address your progress in all terms where your progress was not satisfactory; and
2. Your plans to achieve academic success.
3. All petitions must **include an Academic Plan**. Your academic plan requires you to:
 - a. earn a minimum 2.25 GPA during this term and each subsequent term until you reach/exceed a cumulative GPA of 2.00; and
 - b. complete 100% of classes registered for this term and each subsequent term until you reach/exceed a cumulative completion rate of 67% (grades of W, F, NC, I, Z and IP are NOT completed classes).If this is not your first suspension, specifically address why you were not able to meet the academic plan that you committed to in your last appeal.

Step 5: By signing below I certify that my petition is truthful and complete, and if approved, I will adhere to the final Academic Plan. I understand the above Academic Plan may be modified during my petition’s review.

Student Signature: _____ Date: _____

Step 6 (Optional) Signature of support: By signing below I certify that I have met with this student and support their request for readmission.

Signature: _____ Date: _____
Name: _____ Title: _____

Committee Action Comments: _____ Approved _____ Denied _____ Referred to: _____