

## North Central State College

### READMISSION PROCEDURE FOR ACADEMICALLY SUSPENDED STUDENTS

Students who have been suspended from North Central State College for academic reasons and who wish to be readmitted must petition for readmission. The petition must be submitted at least four weeks before the first day of classes for the quarter the student wishes to enter.

A student suspended for the first time must remain out of school for a minimum of one quarter, including summer. (For example, if academic suspension was at the end of fall quarter, the student may not attend winter quarter and may petition for readmission to spring quarter.) A student suspended for a second time must remain out of school for one full academic year (four quarters). A third occurrence will result in academic dismissal. A student who has been academically dismissed will not be readmitted to North Central State College unless there are documented, extenuating circumstances.

A student petitioning for readmission must submit a Request for Academic Readmission form. The form is available online at <https://www.ncstatecollege.edu/studentsvcs/dean/Default.htm> or can be obtained on campus at the Welcome Desk in Kee Hall or by calling 419-755-4800. The petition must be submitted to the office of the Vice President, Learning Support and Retention at least four weeks before the first day of classes for the quarter the student wishes to enter.

The request will be reviewed by the Director of Retention Services, and by the student's academic department chairperson or dean. For undeclared or unassigned students, the second reviewer may also be the faculty advisor. If both college reviewers do not agree upon approval of the request for readmission, then the Vice President for Academic Services / Chief Academic Officer will determine final disposition.

The student will be notified of approval or denial of the request. Students approved for readmission will be placed on Probation Level 3 and will work with Student Success Center staff to create and implement an academic contract for success.

Procedure adopted effective July 1, 2007  
Originator: VP, Learning Support & Retention  
Updated: July, 2011