



**Academic Suspension Petition
For Readmission**
(SEE DIRECTIONS ON REVERSE)

REGISTRAR'S OFFICE • Jackman Hall #328
158 Harmon Drive, Northfield, VT 05663
Phone: (802) 485-2035 • Fax: (802) 485-2042
registrar@norwich.edu • www.norwich.edu/registrar

PART 1: STUDENT INFORMATION

A #: _____ Name: _____
Please Print First Last M.I.

Mailing Address: _____
Street City State Zip

Phone: (____) ____-____ Email: _____ Signature: _____

PART 2: ACADEMIC INFORMATION

Previous Dates of Attendance: _____
From To

Prior Major/Minor/Concentration: _____ Old Catalog Year: _____

New Major/Minor/Concentration: _____ New Catalog Term: _____

Lifestyle: Corps Civilian Residency: Campus Commuter

Readmit Semester: Fall Spring Year: _____

PART 3: RECOMMENDATIONS

Advisor Recommendation: _____

Advisor Name Advisor Signature Date

Approve:
Deny:

Department Chair Recommendation: _____

Dept. Chair Name Dept. Chair Signature Date

Approve:
Deny:

AAC Advisor Recommendation: _____

AAC Advisor Name AAC Advisor Signature Date

Approve:
Deny:

Housing/Discipline:
 Approve: Deny:

Housing Signature

Bursar:
 Approve: Deny:

Bursar Signature

Student Financial Planning:
 Eligible: Ineligible:
 Federal Suspension:

Student Financial Planning Signature

*****Office Use Only*****

Processed By Initials: _____
 Date: _____

RGS: CASD Petition Revised 1/2018

CASD Decision: _____

Approve: Conditionally Approve: Deny:

CASD Chair Name CASD Chair Signature Date

Readmission Petitions:

1. Students dismissed for an unsatisfactory academic record may apply for readmission after a one semester period of separation, or if recommended by the Academic Achievement Center for immediate readmission. **This form must be submitted to the Registrar's Office at least ten working days prior to the first day of classes for a given term.** The readmission decision by the Committee on Academic Standing and Degrees (CASD) is based on the provided evidence. Students who are readmitted, after having been dismissed for academic reasons may have limited eligibility for federal financial aid.
2. Students who attended an NU summer session since his/her suspension and have raised his/her cumulative GPA to 2.0 are readmitted automatically and do not need to complete a petition. If the cumulative GPA remains below 2.0 after summer session, this petition is required.

Directions for Petition:

1. Completely fill out parts 1 and 2 of page one with all pertinent information.
2. **Attach a typed, signed and dated letter specifying your request for readmission and providing clear justification for why you should be allowed to admit after dismissal.** The letter should include details on why you were unsuccessful in the past and what has changed to allow you to be successful now. Attach any documentation you feel would support your request.
 - a. **This letter and all other attachments must be initialed and dated by your advisor, department chair, and AAC advisor, indicating that they have seen and read them.**
3. Meet with your Advisor, Department Chair and AAC Advisor to obtain recommendations and signatures on page one of this form. Also, the Bursar and Student Financial Planning Offices must confirm you are clear to return. Finally, the Commandant Adjutant's Office (Jackman 213 | 802-485-2138) must approve all Corps students to return, while the Dean of Students Office (Jackman 227 | 802-485-2640) must approve all civilians to return.
4. The Registrar's Office will notify students and their advisors via email of the CASD's decision within two business days from the meeting.

Petition Forms are due in the Registrar's Office no later than 10 business days before first day of classes for a given term. Applications missing required statements or signatures will not be considered.

Notification of Decision/Appeals – Individuals are notified of decision on the application after the CASD has met and voted on it. Notifications are sent via email to the email listed on page one of the application. In the event that your request is denied, you may appeal the CASD decision to the Provost by submitting a **written request within 10 business days from the date of this letter.** Your appeal should include supporting documents and clearly indicate what decision(s) or part of the decision you are appealing and why. The Provost's Office is located in Jackman 311. If you are unable to submit your appeal in person, you may email it to provost@norwich.edu. If you need further clarification about how to appeal you may call the Provost's Office at (802) 485-2025 or (802) 485-2026.

Mail To:

Registrar's Office
Jackman Hall, Room 328
158 Harmon Drive
Northfield, VT 05663

Email To:

registrar@norwich.edu

Fax To:

(802)485-2042