

Petition for Academic Review

Upon a second or any subsequent dismissal, the student who does not meet conditions must appeal to the Academic Review Board for readmission. The student must submit a Petition for Academic Review form and supporting documentation to the Chair of the Academic Review Board 60 days prior to the start of the semester for which the student seeks readmission. Petition for Academic Review forms will be available in the Center for Advising, Support, and Exploration (AQ116). The Chair will chair and convene the Board, which will review the Petition (explaining the situation leading to the additional dismissal), supporting documentation, and the student's verbal explanation. Following its review and consideration of this information, the Board will determine whether another readmission is warranted. The decision of the Academic Review Board will be final. *Meeting with the Academic Review Board does not guarantee readmission.*

Checklist

MEETING WITH CHAIR OF ACADEMIC REVIEW BOARD

- ☐ Chair to review and discuss academic review policy and process
- ☐ Chair to review transcript and discuss academic status and progression toward Student's second or subsequent academic dismissal
- ☐ Student to discuss previous academic obstacles, current motivation to return to Columbus State, and future plan for success if readmitted
- ☐ Student to obtain Petition for Academic Review form
- ☐ Student to obtain Time Management Grid
- ☐ Student to obtain Change of Information Form and/or Program of Study Update Form, if needed

MEETING WITH ADVISOR

- ☐ Student to schedule one-hour appointment with Academic or Faculty Advisor
- ☐ ***Student to complete gray section of the Petition for Academic Review form before meeting with Advisor***
- ☐ Student to bring Petition for Academic Review form (with completed gray section) to appointment
- ☐ Student to discuss long term academic plans with Advisor
- ☐ Student to discuss previous academic obstacles and current plan for success
- ☐ Student and Advisor to discuss academic resources available at Columbus State
- ☐ Student and Advisor to discuss 2-semester academic plan of course recommendations
- ☐ Advisor to complete and sign bottom portion of Petition form, including Course Recommendations, and return form to Student

COMPLETING MATERIAL

- ☐ Student to complete the Time Management Grid and all other requested materials

SUBMITTING MATERIAL

- ☐ Student to submit Petition for Academic Review form, Time Management Grid, and any other requested material to the Chair (AQ 116)
- ☐ All documents must be completed and received by 60 days prior to the start of the semester for which Student seeks readmission (***deadline for _____ readmission is 5:00pm on _____***)
- ☐ Documents turned in after the deadline will not be accepted; if Student wishes to re-apply for future terms, he or she must meet with the Chair again and start the above process over

MEETING WITH ACADEMIC REVIEW BOARD

- ☐ The Chair will schedule a meeting for the Student with the Academic Review Board
- ☐ During the meeting, the Board will review Student's Petition and other written material
- ☐ Student will need to respond to questions from the Board members
- ☐ The Board will deliberate and Student will receive a letter informing him or her of the outcome