



ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

Petition for Academic Readmission

(Revised 8.17.20)

Students who have been academically suspended are encouraged to postpone enrollment for one semester (Fall or Spring). Petitions for readmission will only be considered until the Monday prior to the beginning of each semester (or as needed due to extenuating circumstances).

The Petition for Academic Readmission is to be used in the following situations.

- When a student wants to enroll in courses the next term of enrollment without sitting out for one 16-week term AND who chooses to pay out of pocket for institutional charges.
- When a student has not enrolled in courses for one 16-week term AND whose circumstances have not changed since filing the original Financial Aid SAP Appeal.

The Petition for Academic Readmission purpose is to request re-enrollment in courses when financial aid eligibility has not been reestablished. A student who has been suspended for poor scholarship may petition for **ACADEMIC READMISSION** by following the protocol below.

1. Complete **Petition for Academic Readmission** form.
2. Attach an unofficial transcript. You may print the unofficial transcript from MyCampus for all ASU-Newport coursework.
3. Attach a typed letter which clearly articulates BOTH
 - the *circumstances* that contributed to a cumulative grade point average below 2.00;
 - *what has changed* that will positive impact academic success if allowed to immediately re-enroll.
4. Present the **Petition for Academic Readmission** (*with unofficial transcript and letter*) to the Vice Chancellor for Academic Affairs. (Send via email to academicaffairs@asun.edu)
5. If immediate readmission is granted, schedule a meeting with a member of the Center for Academic Retention and Success to complete a Student Success Plan Parts I and II. Email cars@asun.edu to schedule an appointment.
6. Notification will be made by email based on the information you supplied. When a decision has been made regarding your petition, you will be notified by email.

Student Name: _____

Term Requested for Academic Readmission: _____

Reason for Academic Readmission Form Submission:

Immediate Academic Readmission (I did not sit out a 16-week term and want to take courses for the next term of enrollment.)

Academic Readmission (I did not enroll in courses for a 16-week term and there have been no change in extenuating circumstances to reestablish my financial aid eligibility. I understand that if I am approved, I will pay for charges out of pocket.)

Major: _____

Faculty Advisor: _____

Student ID #: _____

Telephone: _____

Email: _____

List courses you would take if academically readmitted:

Course Index: *Example* HIST 1013 Course Title: *Example* World Civilization to 1600

Course Index: _____ Course Title: _____

Course Index: _____ Course Title: _____

Course Index: _____ Course Title: _____

Course Index: _____ Course Title: _____

OFFICE USE ONLY

Academic Readmission Form Status: _____ Approved _____ Denied

Date Student Notified: _____ Staff Initials: _____