



# Black Hills State University

## Petition for Readmission

All students are expected and required to maintain satisfactory academic progress in order to continue at the university. Board of Regents policy 2:10 states, *A student on academic probation who fails to maintain a system term grade-point average of 2.0 or better is placed on **academic suspension** for a minimum period of two academic terms. Students on academic suspension will not be allowed to register for any coursework at any Regental University except when an appeal has been approved by the Regental University from which the student is pursuing a degree.* Students must appeal in order to request reconsideration of their admission status by completing this **Petition for Readmission**.

Appeal decisions are based upon the merits of each petitioner's case. The strength of your petition will be determined by several factors: your academic record prior to the semester or year in question, the potential to overcome the extenuating circumstances or situation, the viability of your plan for achieving good standing, and the possibility of attaining educational goals. Generally, first-time petitioners and those who can demonstrate that their unacceptable academic performance was due to exceptional circumstances (i.e., medical conditions, long-term illness, death of an immediate family member, etc.) will be considered.

### Guidelines

- 1. The Petition for Readmission (backside) must be completed.**
- 2. Attach a typed proofread appeal letter of no more than 2 pages, including:**
  - Clearly documented extenuating circumstances affecting your academic progress. Evidence that the circumstances leading to poor academic performance have changed.
  - A realistic academic plan for future success.
    - State the number of credit hours in which you propose to enroll.
    - Identify your major and the courses you wish to register for in order to achieve academic good standing.
    - Since time management is essential to academic success, you should explain how you'll manage other commitments or job responsibilities with the demands of college
    - Discuss the university resources you will utilize in order to be successful.
- 3. Letters from faculty, physicians, etc should be included to support the details of your appeal.**

*Important: This petition is for academic readmission only.  
Financial aid appeals are a separate process and must be submitted to the Financial Aid  
Office in Woodburn Hall, first floor.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student ID (or SSN): \_\_\_\_\_

Major: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

When do you plan to reenroll? Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Where do you plan to attend classes (on-campus, Rapid City, online): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please take this completed document to your academic advisor or the Recruitment and Retention Specialist for your college.

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\_\_\_\_\_ I have reviewed and SUPPORT this Petition for Readmission and appeal letter.

OR

\_\_\_\_\_ I have reviewed but DO NOT SUPPORT this Petition for Readmission and appeal letter.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor will forward this Petition to the Office of Academic Affairs.

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\_\_\_\_\_ I have reviewed and SUPPORT this Petition for Readmission and appeal letter.

OR

\_\_\_\_\_ I have reviewed but DO NOT SUPPORT this Petition for Readmission and appeal letter.

Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 04/17/2017

(Please type or print legibly.)