

Readmission Supplement

The following information will assist the Readmission Review Board in their decision regarding your Readmission Petition.

NAME: _____ **ISU (Bengal) ID#** _____

Did you see an advisor during the semester(s) you were on probation? How often?

Name of Advisor: _____

What other campus assistance did you use during the semester(s) you were on probation?

Did you work during the semester(s) you were placed on probation? _____

If yes, how many hours a week did you work? _____

Will you work if readmitted? _____

How many hours per week? _____

Did you commute from another city to class? _____

Will you commute if readmitted? _____

What other responsibilities do you have in addition to school and work?

What do you consider the main reason(s) you did not maintain a 2.0 GPA this past semester?

If readmitted, what will you do to avoid academic difficulties?

Are you receiving Federal Financial Aid (grants, loans, work-study)? _____

If so you will need to complete a separate petition for reinstatement of Financial Aid.

If not, how is your education financed? _____

My Signed Plan of Study Worksheet is attached _____ (initial) Date _____

Readmission Supplement rvsd 2/2006

Students may petition the Readmission Review Board to determine if readmission to the university is warranted. Students will need to follow the procedures below and submit all documents before the deadline dates.

**Deadline dates: Two weeks before Fall semester begins.
One week before Spring semester begins.**

Refer to your dismissal letter for the exact dates or call the Office of Registration and Records at 282-2661.

To begin the process of requesting readmission, make an appointment with your departmental advisor or chairperson to discuss readmission and the circumstances that lead you to believe you should not be held to the university policy that requires a layout period for dismissed students.

Complete an Undergraduate Petition.

Complete the top portion and clearly state what you are requesting; identify what extenuating circumstances led to your dismissal; explain why you should be granted a deviation from the dismissal policy; and identify what have you done or what has occurred that will ensure your chances for success in subsequent semesters.

Complete all 3 pages of the Readmission Supplement.

Initial this instruction page, initial and date page 2, and sign and date page 3.

Be sure that your advisor makes a recommendation on the Undergraduate Petition, and completes, signs, and dates the Plan of Study on page 3.

Gather documentation from appropriate sources (i.e. physicians, employers, counselors, attorneys) to support your claims. Attach documentation to petition.

Submit all documents (i.e. Readmission Supplement pages 1, 2, & 3; Undergraduate Petition; and supporting documentation) as soon as possible before the deadline date to the Readmission Review Board c/o Academic Advising Center, Room 316, Box 8054, Administration Building, Pocatello, Idaho 83209.

Late petitions will not be accepted. The results of the Board are final. A copy of the decision will be mailed to you, and you may call 208-282-3277 for the results of your petition.

PLEASE NOTE: If you would like to be considered for Financial Aid funding, a separate Financial Aid Appeal will be required. Please contact the Office of Financial Aid at 208-282-4888 for more information.

I have read and understand the procedures. _____ (signature)

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PLAN OF STUDY WORKSHEET FOR THE IDAHO STATE UNIVERISTY READMISSION REVIEW BOARD Rvsd 2/2006

To Faculty Advisor: As a condition of readmission to Idaho State University, the student presenting you this form is required to have a formal meeting with you to review appropriate course enrollment for the next three semesters. You are asked to complete this Plan of Study identifying what you believe is in the student's best academic interest regarding:

- courses (consider repeats, Goal classes, major classes, and electives)
- credit load based on previous performance and current situation (i.e. 3, 6, 9, 12 credits)

Student Name: _____ ISU (Bengal) ID# _____

Major: _____ Degree (BA BS, BBA) _____

Sem _____ Yr _____

Sem _____ Yr _____

Sem _____ Yr _____

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Student Signature: _____ Date _____

Faculty Advisor Name: _____
(Please Print)

Faculty Advisor Signature: _____ Date _____

Please Note
Financial Aid Recipients

A separate appeal is necessary for Financial Aid consideration. Please contact the Financial Aid Office as soon as possible if your Readmission Petition is approved.