



## Academic Suspension or Dismissal Student Procedures

Academic suspension and dismissal are actions taken seriously based upon the student's academic performance. Students desiring to appeal for re-admission to the college must be confident that he/she can demonstrate increased academic performance. The student must submit a formal written appeal to the **Office of Enrollment Management, Room 200, Griffin Hall, by the deadline date to ensure a timely review.** Deadline dates for submission are: **July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer Semester.** **If the deadline date occurs on a weekend or holiday, the complete package will be due on the next business day.**

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### Academic Suspension Reinstatement Procedures

When a student is suspended, there will be a minimum waiting period of one semester (summer semester not included) prior to reinstatement to the college. However, reinstatement after the designated waiting period is not guaranteed. Any student on academic suspension is required to complete the college's Appeal for Re-Admission procedures.

1. The student must meet with his/her advisor or counselor to discuss their academic goals and establish educational objectives. The advisor or counselor will make recommendations to the Admissions/Re-Admissions Committee on the student's appeal form.
2. The Admissions Committee will review the student's appeal and make a recommendation concerning re-admission to the college. The student may be required to enroll in specific courses (i.e. – SDV 100 or ENG 109 – Study Skills) as a component of the student's admission agreement. The Committee's recommendation will be forwarded to the Associate Vice-President for Enrollment Management for approval.
3. The Associate Vice President for Enrollment Management will review the Admissions Committee recommendation and will approve, disapprove, or modify that recommendation. The applicant will be notified by mail, within 30 days of the appeal deadline date.

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### Academic Dismissal Reinstatement Procedures

When a student is dismissed there will be a minimum waiting period of one academic year (summer semester not included) prior to reinstatement to the college. Any student on academic dismissal is required to complete the college's Appeal for Re-Admission procedures. Reinstatement to the college after the designated waiting period is not guaranteed. **The student must submit a formal written appeal to the Associate Vice President for Enrollment Management by the deadline date to ensure a timely review.** Deadline dates for submission are: **July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer Semester.** **If the deadline date occurs on a weekend or holiday, the complete package will be due on the next business day.** The applicant will be notified by mail, within 30 days of the appeal deadline date.

Questions pertaining to the appeals process should be addressed to the Office of Enrollment Management, Room 200, Griffin Hall (Hampton Campus), or by calling 757-825-3519.



## Appeal for Re-Admission to Thomas Nelson Community College

### Please Print Clearly

**Instructions:** Submit the completed Appeal for Re-Admission to the Office of Enrollment Management, Room 200, Griffin Hall. All documents, including transcripts, must be received by the deadline date to ensure a timely review.

### Applicant Information:

Student's Name \_\_\_\_\_  
(Print Last Name, First Name, M.I.)

Social Security Number (optional) \_\_\_\_\_ Student ID# \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Contact Telephone # \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

**Petition:** I am submitting a formal appeal to the Re-Admissions/Admissions Committee and/or the Associate Vice President for Enrollment Management, to favorably consider my appeal for reinstatement. I submit the following rationale in support of my appeal. (Attach additional sheets, if necessary.)

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### Current Academic Status:

I was placed on academic and/or disciplinary **suspension** effective Fall 20 \_\_\_\_ or Spring 20 \_\_\_\_

I was placed on academic and/or disciplinary **dismissal** effective Fall 20 \_\_\_\_ or Spring 20 \_\_\_\_

Do you intend to work? If so, how many hours per week \_\_\_\_\_

Program Plan (Curriculum) if admitted \_\_\_\_\_

I understand that I must meet with my faculty advisor or counselor to complete the appeals process.

Petitioner's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Recommendation to the Re-Admissions/Admissions Committee

### Instructions:

**Student:** Before submitting the Appeal for Re-admission to the Associate Vice President for Enrollment Management (Room 200), meet with your advisor/counselor to discuss academic goals. This form must be submitted to your advisor/counselor at the time of your appointment. It is the student's responsibility to ensure that this form and all of the required forms are in the **Office of Enrollment Management** by the deadline date of the desired semester for which the student is appealing.

**Advisor or Counselor:** Please use the space below to write your recommendations to the Admissions Review Committee and/or the Associate Vice President for Enrollment Management regarding your advisee's petition for reinstatement to the college. Recommendations should include courses, credit hours, tutoring, workshops, seminars, and appointments.

Recommend reinstatement?  Yes  No

If yes, how many credit hours? \_\_\_\_\_

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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor or Counselor's Signature

\_\_\_\_\_  
Date