

Scholarship and Probation Committee
Indiana University - Bloomington
College of Arts and Sciences

PETITION FOR READMISSION

Petitions must be submitted to:

College of Arts & Sciences Recorder's Office
Kirkwood Hall Room 001
130 South Woodlawn Avenue
Bloomington, IN 47405

Submission Deadlines are 4:00 p.m. on:

June 20 for Fall Semester

October 1 for Spring Semester

Plan ahead—You must get all required signatures and submit a complete petition prior to the deadline or the College Scholarship and Probation Committee will not accept it. All sections should be neatly printed in ink (blue or black) or typed. Complete the first two pages prior to a scheduled meeting with your major advisor (required). Students with CGPA deficits greater than 10 hours are not eligible to petition. Students should consult with their advisor to determine the deficit.

<http://www.indiana.edu/~college/recorder/forms.shtml>

****TO BE COMPLETED BY STUDENT****

Readmission is not automatic. The Scholarship and Probation Committee considers every petition individually and recommends readmission only when convinced that the student's academic performance will meet the standards of the College of Arts and Sciences. As a condition of readmission, students may be required to participate in testing, advising, workshop sessions or other activities designed to enable them to succeed in their studies.

Name: Ms. / Mr. _____
(circle one) Last First Middle

Address where response should be sent _____
Street

City State Zip Code
E-mail Address _____

Student 10-digit ID Number _____ Phone (_____) _____
Area code

Readmission requested for Fall Spring _____ Year

Please answer the following questions carefully and completely.

1. When were you dismissed from the College of Arts and Sciences? _____
Semester Year

2. List what you have done since you were dismissed including work, school or military service. If possible, include a letter of reference from one or more of the employers or supervisors listed. Please send official transcripts from any other colleges and universities that you have attended since your dismissal.

Activity	Dates	Employer or Supervisor

3. What is the "Overall College GPA" on your Degree Progress Report (DPR)? _____

4. What is your current Major GPA on your DPR? _____

5. Are you planning to change majors? Yes, please specify: _____ No

6. Are you planning to change schools (EDUC, HPER, SPEA)? Yes, please specify: _____ No

7. Name of degree program you want to pursue/continue (e.g., BS in CHEM, BA in ENG, etc.): _____

8. List any correspondence courses in which you are presently enrolled.

Dept.	Course	Cr. Hours	Expected Date of Completion

9. Do you have any outstanding incompletes on your record? Yes No

If you are currently working to remove any of these Incompletes, please attach a prospective completion timeline for each course, including the course number and original semester of enrollment, signed by the instructor or signed by the departmental chairperson if the instructor has left IU.

If there are Incompletes that you do not plan to remove, please attach a short statement of explanation.

10. If readmitted, will you also be working (employed or self-employed)? Yes No
 If yes, how many hours per week will you be employed? _____

11. a) List the courses that you propose to take next semester if you are readmitted:

Dept. Course Cr. Hours Reason for taking the course

b) Total number of Credit Hours you propose to take next semester: _____.

c) Explain why this is an appropriate number of hours for you in your first semester after readmission:

12. Create a list of all remaining requirements for your degree and enter them into the grid below to develop a semester by semester degree completion map. List the courses you plan to take in the order you need to take them. Do not forget prerequisites and course(s) you may need to repeat. You can use some of the following terms to hold places for courses you have not yet identified: Culture Studies, Topics, Appropriate Distribution, MATH, Foreign Language, Major Requirement, and Electives. Some courses may be used to fulfill multiple requirements, although caution is required, as this is not always possible. Please refer to the **Bulletin** for detailed information.

SEQUENCE MAP OF REMAINING COURSE WORK

FALL _____ <small>year</small>	SPRING _____ <small>year</small>	SUMMER _____ <small>year</small>
FALL _____ <small>year</small>	SPRING _____ <small>year</small>	SUMMER _____ <small>year</small>
FALL _____ <small>year</small>	SPRING _____ <small>year</small>	SUMMER _____ <small>year</small>

13. **ESSAY I:** Please attach a typed essay that explains why your grade point average fell below an acceptable level. Consider your **entire** academic career and discuss any obstacles to success that have contributed to your current academic difficulties such as: health issues, living arrangements, divorces, deaths in the family or other problems (academic or personal). **If a physical or mental health problem was involved, please include a healthcare provider's statement indicating to what extent he/she believes your condition affected your academic performance and his/her opinion on your ability to resume studies.**
14. **ESSAY II:** Please attach a second typed essay that explains why, if you are readmitted, you are confident you will successfully complete the degree. Describe the steps you have taken, or will take, to overcome the problems that kept you from academic success in the past. Include any other factors which you believe the individuals reviewing this petition should know.

Student's Signature: _____ Date: _____

Student must complete the above section of this petition prior to taking it to the required advisor conference.

****TO BE COMPLETED BY ADVISOR****

The questions in this section must be answered by the advisor in the student's major (or proposed major/school). Advisor comments should address the level of departmental support for readmission to the major or school.

QUESTIONS:

- 1) Does this student have a CGPA or major deficit? If so, please calculate and record here.
- 2) How often has this student met with you or another advisor in your unit?
- 3) How long do you estimate it will take this student to complete the major?
- 4) Which (if any) courses will the student need to repeat to complete major requirements?
- 5) What specific concerns or comments do you have about the student's proposed degree completion plan (attach a signed\dated sheet with additional comments if needed):

Advisor's Signature: _____ Date: _____

Advisor's Name (Please Print): _____ Dept.: _____

CONSIDERATIONS FOR STUDENTS SEEKING READMISSION

**** STUDENT: SUBMIT COMPLETED PETITION PACKET WITH ALL SIGNATURES AND SUPPORTING MATERIALS TO THE COLLEGE RECORDER'S OFFICE, KH 001 BY THE DEADLINE****

I. Supporting Materials: Evidence that you can succeed

- a. The best evidence is successful completion of coursework! Students dismissed from the College are eligible to take courses during the Summer Sessions as non-degree-seeking students.
- b. Good grades earned in IUB courses will raise your Cumulative Grade Point Average (CGPA) as figured by the College. Grades earned at any IU campus will impact your CGPA, but as a dismissed student it is probable you will not be allowed to enroll immediately at another IU campus. Contact individual IU campuses to discuss their respective enrollment policies. While in dismissal status, you may be eligible to enroll in college courses at other institutions, and if you earn at least a C, you may be able to transfer the credit into IU. You must submit official transcripts for these courses to the Office of Admissions. You may wish to attach official transcripts to this petition.
- c. Please remember, only IU grades will change your CGPA. Successful completion of college-level courses is the best evidence you can provide that you have the initiative, motivation, preparation, resources, and priorities necessary to complete a degree program.
- d. Dismissed students also have the option of taking two correspondence courses from IUB and counting them towards the degree. These grades will count towards the CGPA.
- e. A letter from your employer attesting to your responsible behavior on the job can be seen as evidence that you have learned discipline that you can now apply to your studies.
- f. Medical documentation of serious illness (accompanied by a letter from your doctor stating that you are now well enough to continue with your studies) may help to explain why you performed poorly in a certain semester or year and why now you can be expected to perform more closely to your potential.

II. Guidelines for writing your Readmission Petition Essays

As with any piece of writing, think first about your **audience** and your **purpose**.

Audience: You are writing to people who have read your academic record in detail. They are reviewing the files and petitions of all students seeking readmission to the College, and they will notice any and all areas of academic weakness in your record, from missing requirements to clusters of low grades. They will identify patterns of academic difficulty and anxiety in such areas as the study of foreign languages, mathematics or writing. The Scholarship and Probation Committee will recognize if a sudden change in your grades reflects a point in time when a traumatic event or crisis negatively affected your academic performance. Conversely, they will also recognize if your grades chronicle a long standing pattern of under-performance. What they cannot learn from the record are the exact circumstances that lead to your dismissal. You need to tell them the story behind the grades.

Purpose: Your immediate goal is to be allowed to enroll in classes and to be reinstated in a degree program in the College so that you can eventually graduate. You must convince the committee members that you are now ready to succeed in ALL courses needed to complete the entire degree program.

III. Essay I (#13 on the petition): What Went Wrong?

- A. Working with audience and purpose in mind, take a copy of your DPR and read it the way the committee members would.
 - 1) Highlight every grade below C. What pattern do you see and how can you explain these grades to the committee? Is there one primary cause or several contributing factors that explain this weak performance?

CONSIDERATIONS FOR STUDENTS SEEKING READMISSION cont.

- 2) Using a different color, highlight the basic degree requirements you still need to finish. How can you explain your lack of progress toward completion of any particular requirement (such as foreign language, for example)?
- 3) Look at the major concentration area—is your major GPA below 2.000? If so, you will need to address this issue.
- 4) If there are any incompletes on the record—how and when do you plan to earn grades for these courses? The Committee may require that you remove all grades of Incomplete before considering your petition.

B. What are the most important facts about your specific situation that you need to convey so the Committee will fully understand why you find yourself in this situation? The following is a list of issues that commonly contribute to poor academic performance, which you may wish to consider as you analyze your own situation:

- poor academic preparation
- poor study skills
- poor time management
- lack of commitment to studying\misplaced priorities
- unrealistic expectations about amount of time required for academic success
- serious illness
- substance abuse problems
- family or relationship problems
- financial problems
- balancing employment and studying
- irresponsible behavior (including behavior that resulted in legal action)

IV. Essay II (#14 on the Petition): What's Changed?

Now that you have laid out a clear picture of the specific challenges that tripped you up in the past, it is your challenge to persuade the Committee that you have made, or are in the process of making, changes that will improve your chances for degree completion. This second essay needs to provide evidence that the problems outlined in the first essay will no longer get in the way of academic success. Remember, the committee members already have evidence of poor academic performance (low grades and/or lack of progress toward completion of degree requirements); what new evidence can you provide that will tip the balance in your favor?

Refer back to your DPR once again. If there is a cluster of weak grades in one academic distribution area, what steps have you taken or will take to achieve success in these classes? Will you hire a tutor? Have you completed preparatory coursework at IUB or another institution? Have you completed important requirements at IUB, or another IU campus or another school? Have you taken steps to maintain or improve your skill sets for highly structured course sequences such as those in foreign language or mathematics? If not, at what level do you plan to return to study in these subjects and from what sources have you sought advice? If you were experiencing difficulty in your major, how did you reach your decision about whether or not to continue with it? If you have not changed majors, what will be different now? If you have changed, why do you believe you will be more successful in this new field of study?

Remember that evidence of completed actions is always more convincing than vague statements of intent. Saying that “I now know that I need to study harder” is far less persuasive than saying “During the fall of 2005 I went to the Student Academic Center to discuss test taking techniques. I then enrolled by correspondence in a course in which I previously earned the grade of D-. As you can see, I earned a grade of B- when I retook the course. I found the course very difficult, and after having trouble with the first lesson I contacted the department for a list of tutors. I worked with a tutor three times a week all spring, and I am proud of the grade that I earned in this course.”

CONCLUSION: When the College Scholarship and Probation Committee reads readmission petitions they look for evidence that a student has taken the necessary steps to achieve academic success in the College. A well-prepared readmission petition is a particularly strong indicator that a student has begun to reap the benefits of such measures, and the petition itself, together with the essays you write, can become a valuable planning document for the completion of your degree.