

Petition for Enrollment Eligibility after Suspension

You may use this form to request reinstatement of eligibility to register for courses after being suspended for unsatisfactory academic progress. Be aware that your request may not be processed if you do not include relevant documentation. Please refer to the instructions on the second page of this form for examples of documentation you should include. **Return the completed form to the Office of Enrollment Services.**

Your Information: *(please print)*

Name:	_____	Student ID:	_____
Address:	_____	Program/Major:	_____
	_____	Telephone:	_____
	_____	Email:	_____

Address BOTH Sections Below by Attaching Additional Pages:

- 1) Supporting evidence or description of special circumstances beyond your control.

- 2) Include a signed letter describing your plans for academic success, if readmitted. Include the factors that contributed to your unsatisfactory academic progress and explain the actions you have taken to ensure your future success as a college student.

Student signature: _____ **Date:** _____

IHCC employee signature, if appropriate _____

<u>OFFICE USE ONLY</u>	
Administrator action:	
<input type="checkbox"/>	Denied.
<input type="checkbox"/>	Approved for the next term of attendance.
<input type="checkbox"/>	This petition cannot be processed at this time because the student must include the following documentation:

Additional administrator comments:	

Administrator name: <i>(print)</i> _____	
Administrator signature: _____	Date: _____

Instructions on completing the *Petition for Enrollment Eligibility after Suspension Form*:

- 1) Obtain this form from the Information Center, the Office of Enrollment Services, or online at www.inverhills.edu (click on "Forms").
- 2) Complete all relevant pages of the suspension petition form typed or in legible handwriting.
- 3) Attach documentation that will support your petition request. By enclosing relevant documentation you will increase the likelihood of having your petition approved.
- 4) Return this form along with any documentation to the Office of Enrollment Services. This form can be mailed, dropped off in person, or faxed. The contact information is as follows:
 Inver Hills Community College
 Attn: Office of Enrollment Services
 2500 East 80th Street
 Inver Grove Heights, MN 55076
 651-450-8500 (phone), 651-450-8677 (fax)
- 5) Allow 21 calendar days for processing. If additional documentation is needed, your request will not be approved and you will be required to submit additional documentation.

Determining What Form to Use:

I Want...	Form You Should Complete	Person Reviewing Request
A degree requirement waived	<i>Course Substitution/Waiver</i> form	Academic Deans
A transcript review	<i>Student Petition</i> form	Director of Enrollment Services
An exception to registration timelines	<i>Student Petition</i> form	Associate Dean of Students
Financial aid	<i>Student Petition</i> form	Associate Dean of Students
To be admitted to the college	<i>Student Petition</i> form	Director of Enrollment Services
To be admitted to a program (Nursing, EHS, CNT)	<i>Student Petition</i> form	Academic Deans
To be readmitted because I was suspended	<i>Petition for Enrollment Eligibility after Suspension</i> form	Director of Enrollment Services
To drop or withdraw from a course after the deadline	<i>Student Petition</i> form	Associate Dean of Students
To graduate, but do not qualify	<i>Student Petition</i> form	Director of Enrollment Services
To receive financial aid after being dismissed	<i>Petition for Financial Aid after Dismissal</i> form	Associate Dean of Students
To substitute one course with another	<i>Course Substitution/Waiver</i> form	Academic Deans
Transfer credit that was denied	<i>Student Petition</i> form	Director of Enrollment Services
To petition something else	<i>Student Petition</i> form	Director of Enrollment Services