

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	SS 2.1.6
Procedure Title:	Admissions Appeal

1. PURPOSE

1.1. To provide support and strategies for success to students to have fallen into an Academic Dismissal status or who are on suspension from a transfer institution. Students who wish to reenroll will follow the requirements below.

2. OVERVIEW:

2.1.1. Transfer or returning students who fail to meet the academic criteria stated in the current Northwest Vista College catalog must follow the re-admission procedures in order to be admitted. Students on Enforced Scholastic Withdrawal (ESW), Academic Dismissal, or Suspension from any institution, including Northwest Vista College should review these guidelines to determine enrollment eligibility.

2.1.2. In order to successfully appeal for readmission, a student must submit a signed **Academic Dismissal Petition form** along with additional documents including a Reflection Statement as part of their petition packet before meeting with a Certified Advisor or the appropriate Northwest Vista College academic official. Official transcripts from every college/university attended are required for transfer students. The college will review the petition packet to evaluate student eligibility for re-admission. A student's successful appeal of the Academic Dismissal policy should reflect any extenuating circumstances that hindered academic success. Northwest Vista College will honor the academic standing in place at the last institution attended (dismissal, suspension, probation, at-risk, etc.). Petitions will be accepted up to **two weeks prior to the beginning of classes** for the anticipated semester of re-entry, but those submitted later than this date may not be considered.

3. FIRST ACADEMIC DISMISSAL

3.1. Students are required to remain out for one full 16-week semester following their first Academic Dismissal. Students on 1st Academic Dismissal who wish to enroll **and not remain out a 16-week fall or spring semester** may petition for an exception to the sit out period as well as the dismissal status.

3.2. Students placed on their first Academic Dismissal may appeal to a Certified Advisor by completing the student petition for academic dismissal procedure prior to the deadline stated above. Students must demonstrate that their circumstances have improved and must have an academic plan of action in place that will help overcome obstacles in order to be considered for admission after one semester.

3.3. Upon approval, students will be limited to a maximum course load of six to eight (6-8) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success. Enrollment limits may remain in place until the student's cumulative institutional GPA is above 2.0. Students are required to meet with their assigned certified Academic Advisor every semester as part of their re-enrollment requirements.

4. SECOND ACADEMIC DISMISSAL

4.1. Students are required to remain out of college one full 16-week semester, and are able to appeal to re-enter for the following 16-week term.

NORTHWEST VISTA COLLEGE
PROCEDURE

- 4.2. Students placed on their second Academic Dismissal may appeal to a Certified Advisor by completing the student petition for academic dismissal procedure prior to the deadline stated above. Students must demonstrate that their circumstances have improved and must have an academic plan of action in place that will help overcome obstacles in order to be considered for admission after one semester.
- 4.3. Upon approval, students will be limited to a maximum course load of six to eight (6-8) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success, if not previously completed with a “C” or better. Enrollment limits may remain in place until the student’s cumulative institutional GPA is above 2.0. Students are required to meet with their assigned certified Academic Advisor every semester as part of their re-enrollment requirements.

5. THIRD /PERMANENT ACADEMIC DISMISSAL

- 5.1. Students must remain out of college one full academic year from the end of the semester they were dismissed before they are eligible to appeal.
- 5.2. Students placed on their third/ Permanent Academic Dismissal may appeal to a Certified Advisor by completing the student petition for academic dismissal procedure prior to the deadline stated above. Students must demonstrate that their circumstances have improved and must have an academic plan of action in place that will help overcome obstacles in order to be considered for admission after one full academic year.
- 5.3. Upon approval, students will be limited to a maximum course load of six to eight (6-8) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success, if not previously completed with a “C” or better. Enrollment limits may remain in place until the student’s cumulative institutional GPA is above 2.0. Students are required to meet with their assigned certified Academic Advisor every semester as part of their re-enrollment requirements.

Contact for Interpretation: *Director of Enrollment and Advising Team Lead for Academic Standards*

Relevant Board Policy:	F.2.1 (Policy) Student Enrollment Requirements
Relevant SACSCOC Documents:	SACSCOC 10.5 Admissions Policies and Practices
Originating Unit:	Enrollment
Maintenance Unit:	Enrollment in Consultation with Advising
Implementation Date:	June 2021
Revision Date:	June 2023