

Petition for Academic Reinstatement

Date _____ Semester Suspended _____

Semester Applying for Reinstatement _____

Student Number _____ Major _____

Student Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Cell Phone Number _____

Email Address _____

Instructions: All appeals must be in writing - word processed or in a neat handwriting is acceptable. There are three sections to this petition: (1) Student statement; (2) Remediation plan and GPA calculation; (3) Schedule planning. The Admissions Committee will not review incomplete petitions so be certain you complete all three sections. Upon completion of the petition, it must be submitted to the Dean of Students Office, room 301 of the James C. Bailey Building. Appeals may be submitted in person, via mail (Wallace State Community College, Office of the Dean of Students, PO Box 2000, Hanceville, AL 35077-2000), or via fax (256/352-8017).

The Admissions Committee will review your completed petition and academic transcripts during the petition for readmission meeting and will notify you via a formal letter regarding the committee's decision.

The decision of the Admissions Committee, together with the materials presented by the student, will be placed in the College's official records. Please note that unless you have a signed release on file, WSCC officials may not discuss the results of your appeal with anyone except you, the student. This is in accordance with the Family Educational Rights and Privacy Act (FERPA).

For college use only:

Date of Readmission Meeting _____

Committee members present _____

Did student sign a release? ___ Yes ___ No

Decision of committee members/comments:

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Part I: Student Statement

How did you get in this situation? To what do you attribute your status of academic suspension? What factors affected your lack of academic success? Why should we allow you re-entry to WSCC? You may attach supporting documentation to support your case, i.e., physician, therapist, college personnel, or other professionals. Please note that disclosing personal information is a choice and not a requirement of this petition and that any information disclosed will become a part of your official college file.

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Part II: Remediation Plan and GPA Calculation

Describe the steps you plan to take to return to good academic standing—be very specific. In addition, complete the worksheet below to determine grades needed to raise your GPA to acceptable standards.

What is your current cumulative GPA? _____ How many cumulative earned credit hours do you currently have? _____ Using the chart below, see how close you are to having clear academic status. Note: you may obtain an unofficial transcript at Lion Central or by logging on to the Wallace State website (<http://www.wallacestate.edu>). Go to the MyWallaceState, log in under “enter a secure area” and choose the students tab, and then choose Student Records. If this is the first time you have attempted to use the online services, your User ID will be your social security number, or A# and your PIN will be your date of birth (i.e., 070487).

<u>Hours Attempted</u>	<u>Clear Status GPA</u>
12—21.....	1.50 or above
22—32.....	1.75 or above
33 or more.....	2.0 or above

Now, calculate how many credits you will need to take and what grades you need to earn in order to raise your GPA to an acceptable level. You may get this information by entering ,MyWallaceState, Log in under “Enter a Secure Area”, Click on Student ,and choose Degree Works tab. Write all the calculations given to you from this website below.

Petition for Academic Reinstatement Part III: Schedule Planning

Using the information you obtained regarding the needed GPA, use the chart below to translate this information into a course schedule —use the WSCC schedule and complete it as if you were enrolling next semester. To obtain quality/grade point average calculation refer to the example in the WSCC 2018-2019 College Catalog or online at <http://www.wallacestate.edu/catalog/index.html>. For example:

3 semester hours of "A" x 4 = 12 quality points
 3 semester hours of "B" x 3 = 9 quality points
 3 semester hours of "C" x 2 = 6 quality points
 3 semester hours of "D" x 1 = 3 quality points
3 semester hours of "F" x 0 = 0 quality points

4 semester hours of "A" x 4 = 16 quality points
 3 semester hours of "B" x 3 = 9 quality points
 4 semester hours of "C" x 2 = 8 quality points
 2 semester hours of "D" x 1 = 2 quality points
4 semester hours of "F" x 0 = 0 quality points

15 semester hours 30 quality points

17 semester hours 35 quality points

30 quality points divided by 15 hours attempted
 equals a 2.0 GPA

35 quality points divided by 17 hours attempted
 equals a 2.06 GPA

Course	Credit Hours	Predicted Grade	Quality Points

A = 4 Quality Pts

B = 3 Quality Pts

C = 2 Quality Pts

D = 1 Quality Pt

F = 0 Quality Pts

Total credit hrs _____

Total quality pts _____

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_____ Quality points divided by _____ hours attempted = _____ Predicted Semester GPA

Now calculate how this GPA will impact your cumulative GPA by using the GPA calculator under Degree Works on your MyWallaceState Student Account. What were the results?

- A student who is on Academic Probation after being suspended (for any time period—whether the student has served the suspension or has been readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
- A student returning from a suspension (for any time period) and while on academic probation fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0 will be placed on a one year suspension.



Wallace State Community College—Hanceville RELEASE OF INFORMATION FORM

In compliance with the Family Educational Rights and Privacy Act (FERPA), the policy of WSCC is to refuse to grant third party access to student records without the written consent of the individual student. Any consent given must include the specific records to be released or reviewed and the names of the individuals to whom the information may be released. If you wish to grant permission for your records to be reviewed, please complete the form below.

Student Name _____ Student # _____

I request the following records be released:

- All of my student records
- Academic Records
(including transcripts; grade appeals; academic status; advising; Admissions Office files, etc.)
- Financial Aid Records
(including all financial aid applications, awards and files; balances; fines; and Business Office files, etc.)
- Disciplinary Records
(including any disciplinary event or hearing, or other disciplinary action or response)
- Other (specify) _____

To whom may student files be released?

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature _____ Date _____

Note: There will be a service fee for producing photocopies of any records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

801 Main Street PO Box 2000 Hanceville, AL 35011-2000 256/352-8000 866/350-9722