



Black Hills State University

Petition for Admission

All students are expected and required to maintain satisfactory academic progress in order to continue at the university. According to the Board of Regents policy 2:10: *A student on academic probation who fails to maintain a system term grade-point average of 2.0 or better is placed on **academic suspension** for a minimum period of two academic terms. Students on academic suspension will not be allowed to register for any coursework at any Regental University except when an appeal has been approved by the Regental University from which the student is pursuing a degree.*

Students who are ineligible for regular admission due to suspension from BHSU or another university must appeal in order to request reconsideration of their admission status. This is done by submitting a **Petition for Admission**.

Appeal decisions are based upon the merits of each petitioner's case. **It is the student's responsibility to build the case for the Academic Standards Committee to review.** The strength of your petition will be determined by several factors: your academic record prior to the semester or year in question, the potential to overcome the extenuating circumstances or situation, the viability of your plan for achieving good standing, and the possibility of attaining educational goals.

Generally, first-time petitioners and those who can demonstrate that their unacceptable academic performance was due to circumstances beyond the student's control, such as medical conditions, long-term illness, death of an immediate family member, etc. will be considered. The appeal process is not intended to be used for common occurrences (i.e., work, transportation, family responsibilities, etc.). It is expected that individuals who have chosen to attend college be able to manage their studies in addition to other commitments and responsibilities.

(Please type or print legibly.)

Name: _____ SSN or ID #: _____

Phone: _____ Email: _____ Major: _____

Address: _____ City, State, and Zip: _____

Plan to enroll: Fall Spring Summer Year: _____ Location: Spearfish Rapid City

Name of last college attended: _____ Semester/Year last attended: _____

Instructions: **Complete both sides of this document and provide supporting documentation** (letters from faculty who support your petition, medical records, etc.) to:

Academic Affairs
1200 University St Unit 9501
Spearfish SD 57799-9501

***Important: This petition is for admission purposes only.
Financial aid appeals are a separate process and must be submitted to the Financial Aid
Office in Woodburn Hall, first floor.***

Guideline for Academic Appeal:

1. The academic appeal for readmission must be typed, proofread to ensure correct grammar and spelling, and is limited to no more than 2 pages. The appeal should include:

- Clearly documented extenuating circumstances affecting your academic progress.
- Evidence that the circumstances are identified and addressed in the reasons leading to poor academic performance.
- A realistic academic plan for future success.

2. Please address the following questions in preparing the appeal:

- *Have you been suspended previously?*
- *What led to your poor academic performance?*
Include a detailed account of the reasons academic good standing (as defined by the South Dakota Board of Regents) was not achieved.
- *How have your circumstances changed allowing you to now perform at a satisfactory level?*
- *How do you plan to succeed?*
Include a specific plan of action that you will follow to achieve academic good standing.

Using specific examples, address the following in the plan of action:

- State the number of credit hours in which you wish to enroll including general education requirements for which you have not completed.
- Identify your major and the courses you wish to register for in order to achieve academic good standing.
- Include additional commitments or job responsibilities (full or part-time) beyond the demands of college, as time management is essential to academic success. It is critical that you allow adequate time for study, i.e. 2 hours of study per week for every 1 hour of course credit.

Letters of recommendation from faculty, physicians, etc should be included to support the details of your appeal.

I have reviewed this student's appeal letter and as the Academic Advisor, I:

- Support the appeal for readmission
- Do not support the appeal for readmission

NOTE: Comments may be forwarded to the Office of Academic Affairs via letter to Unit 9501. or email AcademicAffairs@BHSU.edu.

Advisor/Faculty Member Signature: _____ Date: _____
(REQUIRED)

Student Signature: _____ Date: _____