

Eastern New Mexico University-Roswell
Academic Standards Committee

Dear Student:

We are pleased that you wish to continue your education at Eastern New Mexico University-Roswell. However, it is imperative that you examine the elements that led to your poor academic performance and make changes that will lead to your academic success. It is important that you understand that an academic suspension results in a required absence from the University. For a first suspension the required absence is one semester, for a second suspension the required absence is two semesters and for a third suspension the required absence is 5 years. Readmission is not automatic and students returning after suspension must petition the Academic Standards Committee before being readmitted. **Carefully complete all parts of the process as outlined below.**

The readmission or appeal process is as follows:

1. **Complete** this packet by:
 - Completing the tables on pages 2 and 3. Your Academic Advisor will assist you with this process.
 - Answering the questions on page 4 and attaching your answers to this packet.
 - Obtaining a student copy of your transcript from the Registrar's Office. Web copies of your transcript will not be accepted.
 - **Making an appointment** with one of the following Academic Advisors. Your advisor will assist you in completing your degree plan and attaching it to this packet:

Russell Baker (if a current participant in the SSS program)	624-7387
James Mares	624-7163
Jesus Melero	624-7163
Louella Chaves	624-7163

My appointment is with _____ on _____ at _____
Advisor Name Date Time

2. Provide the original and 1 copy of your completed packet to the Office of Admissions & Records by the deadlines outlined below. Your Academic Advisor will submit your packet for you.

Academic Standards Committee meeting dates:

- Spring 2009 Petition
 - September 18, 2008 petition due by September 12, 2008
 - October 16, 2008 petition due by October 10, 2008
 - November 20, 2008 petition due by November 14, 2008
 - January 15, 2009 petition due by January 9, 2009- **Last day to apply for Spring Petition**

3. The Academic Standards Committee will either approve or deny your petition. You will be contacted by phone or email with the committee's decision. Also, written notification of the decision will be mailed to you at the address you list on this form.

ACADEMIC STANDARDS COMMITTEE

INDIVIDUAL POOR ACADEMIC PERFORMANCE EVALUATION PETITION

Please type or print neatly.

Name: _____ Student ID #/SSN #: _____ Date: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: Day: _____ Evening: _____ Email Address: _____
 Major: _____ Advisor: _____
 Semester for which readmission is sought (semester/year): _____

For Admission Office Use Only	
Admitted: _____	Stipulations: _____
Denied: _____	Reason: _____
Student Notified: _____	Letter mailed: _____

This form is designed to give you a chance to explain what you think contributed to your poor academic performance. Think through your answers carefully and write them well. The committee is not favorably impressed with poor spelling, grammar or organization. Be sure you answer the questions completely and honestly. Attach your answers to this form. THE COMMITTEE WILL NOT CONSIDER AN INCOMPLETE PETITION.

Please fill in the following table:

Hours Attempted:	_____
Hours Complete:	_____
Number of Suspensions:	_____
Semester(s) Suspended:	_____
Current Cumulative GPA:	_____

If you are readmitted, what courses do you need to repeat to improve your GPA? List all courses with a grade of "F". If you are in the Nursing, OTA, or RCP list all applicable courses with a "D". Ex: Biology courses, Eng 102, nursing courses.

Dept.	Num	Course Title	Grade Earned	Semester Taken	Major or Gen Ed Requirement
ex: ENG	102	English Composition			

Outline a detailed course schedule for the next two semesters that will allow you to raise your cumulative GPA above 2.00. Highlight those that are course repeats.

Semester One Courses And Credit Hours	Semester Two Courses And Credit Hours

Using the calculator below, determine what grades you must earn to meet your 2.25 stipulation and raise your GPA.

Point System		Course	Credit Hours	Grade	# Of Points For Grade	Points Earned	Points Possible
A =	4	COMM 101	3	C	2	6	12
B =	3						
C =	2						
D =	1						
F =	0						
Totals							

Points Earned _____ ÷ Credit Hours _____ = Your GPA _____

Initial the following statements to signify that you have completed the process stated.

1. I have attached an updated transcript. _____
2. I have attached an updated degree plan. _____
3. I have reviewed my transcript for course repeats and completed the proper paperwork. _____
4. I have attached material I consider appropriate to document the circumstances *beyond my control* that led to my academic failure *in my last two semesters*? _____

I, hereby, attest that these questions have been answered to the best of my ability. I understand that the committee will view incomplete information negatively.

Student Signature _____ Date _____

Advisor Recommendation Yes _____ No _____

Comments _____

 Academic Advisor's Signature

Questions

Please answer the following questions on a separate piece of paper and bring that document to your advising appointment.

1. What is your source of motivation for coming to ENMU-Roswell? How are you going to keep yourself motivated if allowed to return?
2. Were there circumstances beyond your control that led to your academic failure in your last two *semesters*? Please give specific circumstances and what actions you have taken to overcome the circumstances.
3. What poor academic habits (Academic [e.g. study habits, time management, academic goals, etc.]) contributed to your poor academic performance in your last two semesters? Be specific and also list the actions you have taken to ensure you have improved your habits.
4. How often during the last semester did you meet with your advisor?
5. Did you utilize any tutoring services for the courses you failed?
6. What non-academic issues (e.g. work schedule, child care, etc) could possibly interfere with your schooling if you are readmitted? Discuss each issue and the actions you will take to ensure your academic success.
7. Students who have been academically suspended are also likely to be denied financial aid for failure to meet Satisfactory Academic Progress. What steps have you taken to ensure you are financially prepared to return at this time?
8. What plans do you have should your petition be denied? Be specific. Example: Continue time management skills so that I am ready the next semester.