



## **Academic Suspension or Dismissal Student Procedures from Other Institutions**

Academic suspension and dismissal are actions taken seriously based upon the student's academic performance. Students desiring to appeal for admission to the college must be confident that he/she can demonstrate increased academic performance. The student must submit a formal written appeal **to the Associate Vice President for Enrollment Management by the deadline date to ensure a timely review. The deadline dates are: July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer Semester. If the deadline date occurs on a weekend or holiday, the complete package will be due on the next business day.**

---

### **Academic Suspension**

When a student has been suspended from another institution, there will be a minimum waiting period of one semester (summer semester not included) prior to admission to TNCC. Admission to TNCC is not guaranteed, and the student is required to complete the college's appeal for admission procedures. An **official transcript(s)** of **all** previous college work must be included in the appeal packet to be considered for review.

1. The Admissions Committee will review the student's appeal and make a recommendation concerning re-admission to the college. The student may be required to enroll in specific courses (i.e. – SDV 100 or ENG 109 – Study Skills) as a component of the student's admission agreement. The Committee's recommendation will be forwarded to the Associate Vice-President for Enrollment Management for approval.
2. The Associate Vice President for Enrollment Management will review the Admissions Committee recommendation and will approve, disapprove, or modify that recommendation.

The applicant will be notified by mail, within 30 days of the appeals deadline date. \_\_\_

---

### **Academic Dismissal**

When a student is dismissed there will be a minimum waiting period of one academic year (summer semester not included) prior to admission to TNCC. Any student on academic dismissal is required to complete the college's Appeal for Admission Procedures. **The student must submit a formal written appeal to the Associate Vice President for Enrollment Management by the deadline date to ensure a timely review. The deadline dates are: July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer Semester. If the deadline date occurs on a weekend or holiday, the complete package will be due on the next business day.** The applicant will be notified by mail, within 30 days of the appeal deadline date.

Questions pertaining to the appeals process should be addressed to the Office of Enrollment Management, Room 200, Griffin Hall (Hampton Campus), or by calling 757-825-3519.



## Appeal for Admission to Thomas Nelson Community College

### Please Print Clearly

**Instructions:** Submit the completed Appeal for Admission to the Office of Enrollment Management, Room 200, Griffin Hall. All documents, including transcripts, must be received by the deadline date to ensure a timely review.

### Applicant Information:

Student's Name \_\_\_\_\_  
(Print Last Name, First Name, M.I.)

Social Security Number (optional) \_\_\_\_\_ Student ID# \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Contact Telephone # \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

**Petition:** I am submitting a formal appeal to the Re-Admissions/Admissions Committee and/or the Associate Vice-President for Enrollment Management, to favorably consider my appeal for reinstatement. I submit the following rationale in support of my appeal. (Attach additional sheets, if required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Current Academic Status:

I was placed on academic and/or disciplinary **suspension** effective Fall 20 \_\_\_\_ or Spring 20 \_\_\_\_\_

I was placed on academic and/or disciplinary **dismissal** effective Fall 20 \_\_\_\_ or Spring 20 \_\_\_\_\_

Do you intend to work? \_\_\_\_\_ If so, how many hours per week \_\_\_\_\_

Program Plan (Curriculum) if admitted \_\_\_\_\_

I understand that I must meet with my faculty advisor or counselor to complete the appeals process.

Petitioner's Signature \_\_\_\_\_ Date \_\_\_\_\_