



ACADEMIC SUSPENSION

Readmission Request Form

Academic Standards for Satisfactory Progress

The Hawkeye Community College administration has been authorized by College policy to establish guidelines concerning academic progress.

1. If a student's progress remains unsatisfactory at the end of any probationary term, the student will be suspended with the following options:
 - a. Appeal the suspension. (Complete the Appeal Process)
 - b. Sit out a term. (You may decide not to take classes for a term.)
2. A previously suspended Hawkeye Community College student may be approved or denied readmission to the same department or another.
3. The student must demonstrate that problems leading to academic suspension have been resolved or remediated.
4. The College may elect not to readmit a student who has previously demonstrated poor academic progress.

For a complete listing of the Academic Standards for Satisfactory Progress, please refer to the Hawkeye Community College catalog or the current student handbook.

Readmission from Academic Suspension Steps

Upon sitting out a term and prior to registering for courses, students must complete the below steps in order to be considered for readmission.

1. Complete the reverse side of this form.
2. Address the following questions, in a written statement, on a separate piece of paper.
 - a. Why were you suspended?
 - b. What has changed in your circumstances?
 - c. Why do you want to return to classes?
 - d. How are you going to get better grades?
3. Make an appointment with the Dean to discuss your academic suspension.
 - a. Please call Deb Hacker, Administrative Secretary at 319-296-4007 to make an appointment with the appropriate Dean. Her office location is Black Hawk Hall 258.
 - b. On the day of your appointment please bring your written statement and this form.
 - c. You must file this paperwork and meet with the dean prior to the start of the semester.
4. Contact the Financial Aid office, as Academic Suspension may affect your financial aid.
 - a. Please call 319-296-4020 to discuss your financial matters.

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NOTE TO STUDENTS: Before this request is processed, Hawkeye Community College requires a written statement, addressing the questions on the reverse side of this form.

Today's Date: _____ Student/Colleague ID# or SSN: _____

Name: _____
(Last) (First) (Middle)

Mailing Address: _____
(Incl. Apt. #)
City State Zip

Preferred Phone: _____ E-Mail: _____

Admit Status:

- Attend Another College Currently in High School High School Graduate Choose Not to Respond
 Mature Adult/Not HS Graduate Current GED Student GED Graduate Unknown

Educational Goal:

- Transfer to another college/university. Prepare to enter the job market. Personal Interest.
 Explore courses to decide on a career. Self Improvement/Improve basic skills. Prepare to change careers.
 Improve skills for the present job. Meet certification/licensure requirements. Undecided/Unknown.

Have you ever or are you currently serving in any branch of the United States Military?

- Yes No

Are you a spouse, dependent, or domestic partner of a prior or currently serving member of the United States Military?

- Yes No

Program Readmission Information:

Last Program Enrolled In: _____ Last Semester Enrolled: _____

Program you wish to return to, based on availability: _____ Semester: _____

Conditions of Readmission:

- I agree to maintain a 2.000 or better grade point average and good attendance for the term.
 I understand the maximum number of **credit hours** I may take is: _____
 I understand this form is applicable for the above approved term only. If I fail to register for classes or do not attend this term the suspension will be reapplied and the process must be completed again.

Student Signature Date

Dean Signature Date

-Side Two-