



**NO. 5009      READMISSION AFTER ACADEMIC SUSPENSION**

**1.0      ACADEMIC SUSPENSION-READMISSION**

Any student who has been placed on a first academic suspension at Oklahoma City Community College and has met terms of their suspension by sitting out a 16-week semester may petition to the Registrar for readmission. The readmission policy is governed by Oklahoma State Regent Policy (OSRHE Policy & Procedures Manual 3.9.8, Paragraph D). Students wishing to submit such an appeal for readmission may do so by complying with the following procedure:

- 1.1      The student must fill out the Suspension Appeal Form.
- 1.2      The student must submit an appeal, in writing, to the Registrar, or his/her designee, explaining the extraordinary circumstances which led to the academic difficulties along with additional information or plans which reflect the student's commitment to future academic success.
- 1.3      The student will be notified of approval or disapproval within one week of submitting the items above to the Office of Records & Graduation Services.
- 1.4      If the appeal is approved, the student will be admitted on probation and will be expected to meet all standards of that status. A student not meeting the specific probationary requirements will be placed on a second academic suspension and will not be allowed to re-enroll as a student at OCCC until such time as he/she has demonstrated academic ability by attending another institution while raising his/her retention/graduation GPA to appropriate retention standards (2.0).

**2.0      ACADEMIC SUSPENSION – APPEAL FOR EARLY READMISSION**

Under certain circumstances a student shall be provided the opportunity for a review of their academic suspension status in the event “extraordinary personal circumstances” contributed to the student's academic deficiencies. An appeal of this nature is in accordance with Oklahoma State Regent Policy (OSRHE Policy & Procedures Manual 3.9.8, Paragraph C) and provides a student with an option to return to Oklahoma City Community College without having to sit out a 16-week semester. Students wishing to appeal his/her first academic suspension status at Oklahoma City Community College may do so by complying with the following procedure:

- 2.1      The student must fill out the Suspension Appeal Form.
- 2.2      The student must submit an appeal, in writing, to the Registrar explaining the extraordinary circumstances which might warrant reconsideration of suspension or cause for immediate readmission. The student's extraordinary circumstances must fall within one of the six categories below as outlined in Oklahoma State Regent Policy:
  - 2.2.1      Death of Immediate Relative
  - 2.2.2      Serious Illness
  - 2.2.3      Severe Financial Distress
  - 2.2.4      Unexpected Substantial Family Obligations
  - 2.2.5      Personal Crisis

- 2.2.6 Direct Significant Work Conflicts
- 2.3 The student must also submit supporting documentation to be included with the Suspension Appeal Form and written appeal. All forms must be turned in to the Registrar in the Office of Records & Graduation Services.
- 2.4 The Registrar will submit the Suspension Appeal Form, written appeal, supporting documentation, academic records, transcripts, and other pertinent institutional information to the Suspension Appeals Committee. The Committee will meet on a regular basis as determined by the quantity of appeals submitted and will consist of the following representatives:
  - 2.4.1 Registrar or his/her designee (Chair of the Committee & permanent representative)
  - 2.4.2 Academic Affairs Administrator (two-year term)
  - 2.4.3 Academic Advisor (two-year term)
  - 2.4.4 Admission Officer (two-year term)
  - 2.4.5 Student Representative (one-year term)
- 2.5 The Committee will consider the appeal in its entirety and a judgment shall be made as to the appropriateness of “extraordinary circumstances” in relation to the readmission of the student. Any decision made to readmit shall be accompanied by recommendations for mandatory participation in support services which include, but are not limited to, the following:
  - 2.5.1 Enrollment in pre-defined coursework.
  - 2.5.2 Academic advisement for the purpose of assessing and evaluating current academic difficulties.
  - 2.5.3 Regular meetings with an academic advisor and/or the Registrar for motivational and tracking purposes.
  - 2.5.4 Reduction of the number of hours allowed for enrollment.
  - 2.5.5 Testing or retesting with recommended course placement.
- 2.6 A student recommended for readmission by the Suspension Appeals Committee will be readmitted on probation and expected to meet all standards of that status. A student not meeting the specific probationary requirements will be placed on a second academic suspension and will not be allowed to re-enroll as a student at OCCC until such time as he/she has demonstrated academic ability by attending another institution while raising his/her retention/graduation GPA to appropriate retention standards (2.0).

Effective October 5, 1998

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