

2019 - 2020

Academic

Suspension Intent to  
Re-Enter



Counseling & Advising Services – RM E121

1825 N Bluemound Dr/ PO BOX 2277

Appleton WI 54912

Ph: (920) 735-5696 \* Fax (920) 735-5670

Email: counselingcntr@fvtc.edu

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Prior to being granted re-entry into any FVTC program you are required to provide a written statement, attached to this form, addressing the following:

- ✓ Explanation of the circumstances that caused your GPA to fall below a 2.0 for two (2) consecutive semesters.
- ✓ Explanation of the steps you have taken to remedy the circumstances that caused your academic suspension.
- ✓ Description of your plan for the future to ensure that you will obtain a GPA of 2.0 or above, including a description of the FVTC resources you have used and/or plan to use to ensure your academic success (academic advising, TLC, tutoring, etc.).
- ✓ If your circumstances include an injury, illness or other personal issue, provide documentation to substantiate these circumstances. A list of acceptable documentation is provided on Page 2 of this form.

These documents must be submitted to Dana Zahorik, Manager - Advising Services at:

FVTC Counseling and Advising Services

Room E121

PO Box 2277

Appleton, WI 54944

or

zahorik@fvtc.edu

You will be notified of the result of the initial review of your request and given instructions regarding your next steps **within 10 business days of receipt** of your re-entry request.

Upon completion of the initial review, you will be required to set up an appointment with a Student Services staff member to complete academic success activities. The result of these activities will be the creation of an *Academic Success Plan*. Re-entry into FVTC is dependent on satisfactory completion of these success activities and will be the decision of the Manager – Advising Services and the assigned Student Services staff member.

*By signing below, I certify that the information provided on this form, in my written statement and in any attached documents is true and accurate. If this request to re-enter FVTC is granted, I understand that I must maintain a GPA of 2.0 or higher in all subsequent terms or I will again be placed on Academic Probation or Suspension.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Office use only: Date received \_\_\_\_\_ Staff Initials \_\_\_\_\_

## ACADEMIC SUSPENSION RE-ENTRY REQUEST DOCUMENTATION

Circumstance		Documentation (please provide at least one of the following)
<b>Work Related</b>	Required overtime, required schedule change	*Letter from employer including effective date(s) and whether the increase in hours was mandatory
	Reduced hours resulting in increased childcare need, layoff, job loss	*Letter from employer *Separation letter *Unemployment documentation
<b>Medical Condition</b>  (Any letter(s) should state the nature of your illness/injury, the date(s) of occurrence, and that you are able to return to school.)	Serious illness or change in health status	*Letter stating doctor advised period of home rest *Record of doctor visits
	Surgery/Hospitalization	*Letter stating doctor advised period of recovery *Record of doctor visits *Hospitalization records *Copies of medical bills documenting illness/injury
	Mental Health Issue	*Letter from doctor, therapist or counselor
	Dental Emergency	*Record of dental visits *Letter from dentist *Letter stating dentist advised period of recovery
<b>Student's Children</b>	Child's Medical Condition	*Records from daycare/school that child was required to be kept home (include in appeal the reasons that alternative care was not available and what the plan is if this should occur in the future) *Records from doctor visits *Letter stating doctor advised period of recovery *Hospitalization records
	Daycare Issue	*Letter from former daycare provider *Letter from new daycare provider
<b>Additional Circumstances</b>	Death of a Loved One	*Obituary *Funeral program *Death certificate *Letter from counselor *Documentation should include date and indicate relationship to the deceased
	Eviction	*Eviction notice *Letter from transitional housing program
	Assault/Domestic Abuse	*Police report *Court documentation *Letter from clergy, social worker, counselor, doctor

**Providing documentation does not guarantee that a request will be approved.**