If you have been dismissed from Grand Valley State University based on your academic performance and wish to appeal for re-admission, please follow the process outlined below.

Grand Valley State University Policy: A dismissed student may apply for readmission after a period of **one full calendar year** following dismissal. Evidence of maturity and improved attitude toward academics, and written support from an academic advisor must accompany the appeal for readmission. All appeals are considered by the Academic Review Committee and the results are communicated to the student in writing (or by phone depending on the time of year). Approval of a petition to return allows the student to enroll on a conditional basis, as stipulated by the Committee, and enrollment status will be Jeopardy of Dismissal.

A complete petition **must** include the following:

1. A [Petition to Return](http://www.gvsu.edu/registrar/student-forms-14.htm) form.
2. An appeal letter addressed to the Academic Review Committee. See guidelines for writing this letter below.
3. Letter of support from an academic advisor (no appeal will be approved without this written support).
4. A detailed academic plan for at least one year (see guidelines below).
5. Any documentation that supports your appeal, i.e., medical records, additional letters of support, etc.
6. Copies (unofficial) of any transcripts from schools attended since leaving GVSU.

Appeals must be submitted 10 business days prior to the start of the semester you wish to re-enter. Completed appeals must be turned into the Registrar's Office, 150 Student Services Building.

**Guidelines for writing a letter of appeal**

In developing your letter to the Academic Review Committee, you will need to provide detailed, specific, and oftentimes, personal information regarding your circumstances surrounding your dismissal from Grand Valley. This should include information on what steps you have taken to ensure your success if the Committee decides to approve your appeal for readmission.

By responding to the following questions, you should be able to develop a thorough appeal letter that provides all background information needed by the Committee.

1. What circumstances have caused you to be in this appeal situation?

 a. Do you understand why you were dismissed from the University?

 b. It’s assumed that you will be honest. If you made some mistakes, admit this and let

 the Committee know that you accept the responsibility and consequences of those

 mistakes.

 c. Do not use this letter to blame others for the situation.

**Guidelines for writing a letter of appeal (continued)**

2) What steps have you taken to overcome these roadblocks to success?

1. What changes in your personal situation have occurred which will allow you to focus on your academic goals?
2. What actions/behaviors will you commit to if you return to Grand Valley that will assure your success?
3. What support services at Grand Valley will you use to support your success: tutoring, writing center, mathematics/statistics tutoring centers, University Counseling Center, Career Center, Disability Support Resources, etc.
4. If you’ve taken some time off from Grand Valley, what have you been doing? (i.e., attending another school, working, etc.)

3) What are your goals for the future? (This is your opportunity to explain why it is important for you to return to Grand Valley.)

Addressing your letter of appeal:

“Dear Academic Review Committee,”

Closing your letter:

“Thank you for considering my appeal. If you have any questions, I can be reached at ...” (provide your daytime phone number or email address).

Sincerely,

Name

G#

Address

**Guidelines for creating an Academic Plan**

1. Your academic plan should include the courses you plan to take each semester for at least the first two semesters should you return to Grand Valley.
2. Identify courses that you should repeat to improve your GPA. Your academic plan should include repeated courses whenever possible and appropriate.
3. If you are changing majors, research the requirements for the new major either in the Grand Valley catalog or online at: <http://www.gvsu.edu/catalog/>. Include several courses from your major in your academic plan.
4. Review your myPath report (accessed through [myBanner](https://mybanner.gvsu.edu/PROD/twbkwbis.P_WWWLogin)) or discuss this with an academic advisor to identify any remaining general education requirements and include course options in your plan.
5. Consider Credits per Semester – your course load should be based on several considerations: past academic performance when taking 15+ credits per semester; family obligations; work schedule and the number of hours working each week; and course rigor.

***\*Make a copy of all materials before submitting them to the Academic Review Committee\****

**Things to keep in mind:**

 Readmission to the University is NOT guaranteed.

 Your faculty advisor has the right to decline your request for support.

 Readmission to the University does not guarantee reinstatement of financial aid. This requires a separate appeal. Please contact the Financial Aid Office at (616) 331-3234 for information.

**If you are denied readmission to the university:**

 You can repeat or take additional courses at a community college to demonstrate your academic abilities and improved attitude towards being successful.

 Analyze your academic and career goals. Do some research on areas in which you have interest and investigate pathways to achieve your goals.

 Volunteer or work in your community to gain insights into your goals and aspirations.

 Look for full- or part-time work to gain experience while re-evaluating your academic and career plans.