



**Deadlines for Appeals are strictly observed.**  
 Appeals for Fall Semester  
**must be received in the Office of the Vice President for Student Success by July 1<sup>st</sup>.**  
 Appeals for Spring Semester  
**must be received in the Office of the Vice President for Student Success by January 6<sup>th</sup>.**

## Appeal Form for Readmission

Name:		Student ID#
Address:		
City:	State:	Zip:
Phone #Day:	Evening:	Cell:

Semester you wish to attend: \_\_\_Fall (August-December) \_\_\_Spring (January to May) \_\_\_Summer (June to August)

Please answer the following questions:

1. What circumstances led to your academic difficulties at Chesapeake College? At any point in the semester(s) in question did you stop attending class? Please explain. (Attach additional sheet if necessary).  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. What changes have you made to help you succeed at Chesapeake College? (Provide specific information about: (a) evidence of improved skills and/or (b) changes in life circumstances in areas such as health, family situations, finance, employment, etc.) (Attach additional sheet if necessary).  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. What other responsibilities do you have while you attend school?  
 Work Full Time       Work Part Time       Family       Other, please explain  
 \_\_\_\_\_
  
4. How many credits are you considering for this semester?     Less than ½- time       6-8       9-11       Full Time
5. Have you withdrawn for medical reasons in the past?     Yes     No - If so, which semester? \_\_\_\_\_
6. Your current major is: \_\_\_\_\_ Have you changed your major in the past?     Yes     No  
 If so, what was your previous major and which semester/year did you change and why?  
 \_\_\_\_\_/\_\_\_\_\_

**SUBMIT TO:** Chair, Committee for Admissions and Academic Standing  
 Chesapeake College, P.O. Box 8, Wye Mills, MD 21679

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved:  Yes     No    \_\_\_\_\_  
Signature of CAAS Chair Date

## READMIT STUDENT POLICIES AND PROCEDURES

### **Readmit Process**

1. Students must initiate a request for readmission by completing the APPEAL FORM FOR READMISSION for submission to the Chair of the Committee for Admissions and Academic Standing. The form can be found on our website [www.chesapeake.edu](http://www.chesapeake.edu) under Important Forms.
2. All students desiring readmission to the College **must** meet with the Committee for Admissions and Academic Standing.
3. Readmission is a privilege, not a right, afforded to the petitioner.
4. Students must be prepared to verify that the difficulties which caused their poor performance have been resolved. The APPEAL FORM FOR READMISSION for the Fall semester must be **received in the Office of the Vice President for Student Success by July 1<sup>st</sup>** to be considered for that Fall semester. The APPEAL FORM FOR READMISSION for the Spring semester must be **received in the Office of the Vice President for Student Success by January 6<sup>th</sup>** for consideration for that Spring semester.

### **The Contract**

Upon readmittance, the student will sign a *Student Contract for Readmission*, agreeing to abide by enumerated conditions of readmission.

### **Semester Hours**

As a general rule, readmitted students will be limited in the number of credits they may attempt. At times, circumstances, i.e., work load, family considerations, etc., may warrant the Committee to limit student load hours.

### **Counseling Contact**

All students who are readmitted will be assigned to a designated member of the counseling staff. The frequency of meetings with a Counselor will be determined by the Counselor, with a minimum of 3 per semester.

### **Institutional Services**

Students will be required by contract to use institutional services; for example: tutoring and career planning.

### **Progress Reports**

The members of the Student Success and Enrollment Services staff assigned to each readmitted student will provide progress reports to the Committee at designated times in the semester.

Progress reports should include, but are not limited to:

- Assessment of student academic progress in each class.
- Attendance in each class.
- Cooperation with Counselor in meeting requirements of readmission.

At mid-semester, the Student Success and Enrollment Services staff will provide mid-semester grades to the Committee.

### **Successful Mid-Semester Performance**

Students performing satisfactorily at mid-semester should receive a letter from the Vice President for Student Success and Enrollment Services on behalf of the Committee congratulating them on their work and offering encouragement for the completion of a successful semester.

### **End of Semester Feedback**

At the end of each semester, the Counselors working with readmitted students should provide the Committee with an appraisal of each student's adherence to the conditions of the readmit contract. For those students not meeting the conditions of their contract, the Committee should weigh these circumstances in any later requests for readmission.