



Process for Returning After Suspension

All students that have been suspended from Oregon Tech must appeal to the Academic Progress and Petitions Committee (AP&P) to be reinstated prior to enrolling in any class, regardless of the date of suspension.

The reinstatement process is as follows:

1. Complete a readmit form from Admissions if you have not attended for more than a year.
2. Make an appointment to meet with your academic advisor and fill out the Advising Form, Registration Worksheet, and an Add/Drop Form (advisor's signature or PIN are required for registration).
3. Write a business style letter to the Academic Progress and Petitions Committee (AP&P) stating what circumstances may have affected your grades in the past, what is different now, and what you plan to do for academic success if you are permitted to return to Oregon Tech. Please include your student ID and contact information (address, email, and phone number).
4. Return your letter of appeal, completed Advising Form, and Registration Worksheet to the Registrar's Office to arrange an appointment with the committee. The Committee normally meets the first Tuesday of the term.
5. The AP&P Coordinator will contact you to set up an appointment to meet with the committee. If you are an off-campus student or unavailable to come to the Klamath Falls campus during the meeting, the coordinator will make arrangements with you for a zoom conference with the committee.
6. It is advised that you attend the classes you are planning on taking until the committee has made their decision.

Oregon Tech Registrar's Office

Phone: 541.885.1300 Fax: 541.885. 1274

registrar@oit.edu

Advising Form for Students Requesting to Return after Suspension

Dear Advisor:

The Academic Progress and Petitions Committee has established special advising procedures for students who have been suspended. We ask for your cooperation in providing enhanced advising for this student and in working with the committee. Suspension is for at least one term and students are required to request of the Academic Progress and Petitions Committee that they be re-enrolled. **Reinstatement is not automatic.**

Student's academic records are available in your Web for Faculty account. Please review the following with the student and indicate that you have done so by initialing each item:

PART I: Developmental Advising

___ Discuss and identify any non-academic factors which may have affected the student's performance in school. Ask the student: "What factors do you feel contributed the most to your academic suspension?" Clarify responses as necessary so you can share appropriate referral sources.

Possible answers include lack of study skills, inability to manage time, uncertainty about major choice, new student adjustment issues, personal concerns (lack of support, relationship issues, parenting issues, day care, etc.), financial concerns, stress-related issues, and health-related issues.

___ Based upon the student's response discuss appropriate resources, as shown on the last page of this packet.

PART II: Academic Advising

___ Review and discuss the student's academic transcript.

___ Discuss a realistic schedule for the term. The Academic Progress and Petitions Committee highly recommends a reduced course load for a suspended student. The load can be part-time and should not exceed 13 credits.

___ Note on the student's transcript those courses in which the student received D or F grades. Ask the student to repeat these courses if possible. According to Oregon Tech's policy, the first and second grades may be excluded from GPA calculation if the student repeats the course.

___ Check the prerequisites for planned courses. Does the student have the foundation for taking proposed courses (for example, in order to get an objective assessment of current math skills, you may want to mandate placement testing prior to advising)?

___ Discuss and document a realistic course plan for the next year with the student.

PART III: Final Steps

- ____ Sign this form and the Add/Drop Form.
- ____ If classes are full, direct the student to the instructor for a signature on the Add/Drop Form before they proceed to the Registrar's Office for registration.
- ____ Direct the student to submit the Academic Suspension Packet along with a letter requesting reinstatement to the Registrar's Office. The student will be contacted by the AP&P Coordinator to set up an appointment to meet with the AP&P Committee.

If you have any questions regarding this procedure or the student, please contact the Registrar's Office.

I have met with _____ and discussed the above items.
(Student's Name)

Advisor's Signature

Date

Student's Signature

Date