

**Application for Admission or Readmission after**

**Academic Suspension or Dismissal**

Why were you suspended or dismissed? Check all that apply.

* Academic Performance
* Student Code of Conduct
* Academic suspension or Academic Dismissal
* Behavioral or Disciplinary Suspension or Dismissal

**Step One:** First you need to submit the required paperwork, which includes the following:

* Complete the information on the reverse side of this application.
* Write a formal letter clearly stating what happened academically, socially, and/or personally that resulted in your suspension/dismissal. This formal letter must be typed, in the proper format of a business letter, dated and signed. The letter should also include what you plan to do differently if granted admission to Virginia Peninsula Community College.
* A copy of the email/letter that the previous college sent to you indicating the terms of the suspension/dismissal attach it to your application.
* An official/unofficial copy of your academic transcript from the previous college. (The transcript must clearly include Academic Suspension or Academic Dismissal.)

**Step Two:** After completing Step One, then you need to email all the requested documents using the link below. **If you do not email all of the requested documents, then you will not be able to meet with a College official.**

deanofstudentservices@vpcc.edu

**Step Three:** During your appointment, the College official will discuss how you plan to be successful, if permitted to attend. If you are approved to attend Virginia Peninsula, then you will only be able to enroll in six to eight credits. In addition, you will be required to earn “C” grades or better in each course attempted. Failure to meet the terms of your readmission may result in additional penalties.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIS/Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Print Last Name, First Name)*

Permanent Address: (*street, city, state, and zip*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work#:\_\_\_\_\_\_\_\_\_\_\_\_\_

VCCS email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where do you intend to take your courses?

 □ Hampton Campus □ Historic Triangle Campus (Williamsburg)

***For Virginia Peninsula Use Only***

□ Approved □ Disapproved

Credit Limit: \_\_\_\_\_\_\_\_

Comments, Recommendations, and Course Requirements:

If approved to attend Virginia Peninsula, I understand that I have made a commitment to improve my grade point average, meet the specific requirements outlined, and adhere to the Student Code of Conduct and policies related to admission or readmission. I understand, as a readmitted student, that I am ineligible to register for the subsequent semester until final grades are posted for the admitted or readmitted semester. By signing below, I acknowledge that I am to follow the requirements specified and that the statements I have provided on this form are true and accurate.

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Student Signature Date

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College Official Signature Date