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Description automatically generated with medium confidence

**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 complete the required paperwork, which includes the following:

* Complete this form
* 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.
* Print 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.
* Print (or request) an official/unofficial copy of your academic transcript and provide it with your application. The transcript must clearly include Academic Suspension or Academic Dismissal.

Step Two: After completing Step One, then you are ready to schedule an appointment with one of the following individuals. If you do not have all of these items, then the College Official will not be able to assist you. You MUST bring all four documents that are identified in Step One when you come for the appointment.

Dr. Monette Dutch   
[deanofstudentservices@vpcc.edu](mailto:deanofstudentservices@vpcc.edu)

Step Three: During your appointment, the Virginia Peninsula Community College official will discuss how you plan to be successful, if permitted to attend. If you are approved to be admitted, then you will be a part-time student. You will not be permitted to take online classes, and you will be required to earn C grades or better in all course work 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*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 reinstated, I understand that I have made a commitment with the College 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Counselor Signature Date