



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 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 no later than 5:00 pm on the first day of the term.
5. The AP&P Coordinator will contact you to set up and 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 phone 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.

REGISTRAR'S OFFICE
3201 Campus Drive, Snell Hall - Downstairs
Phone: 541.885.1300
Fax: 541.885.1274
Email: 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 math 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



Registration Worksheet for Returning After Suspension

Oregon Tech Student #: _____

Student Name: _____ Major: _____

Expected Graduation Date: _____

Message to Advisor:

This student is experiencing academic difficulty and they need your cooperation in outlining a plan to improve their academic standing. The courses outlined below should count toward graduation.

I have reviewed this term planner with the student

Advisor's Name: _____

Signature: _____

Date: _____

Term / Yr:		Term / Yr:		Term / Yr:		Term / Yr:	
<i>Course # & Name</i>	<i>Credits</i>	<i>Course # & Name</i>	<i>Credits</i>	<i>Course # & Name</i>	<i>Credits</i>	<i>Course # & Name</i>	<i>Credits</i>
<i>Total Term Credits</i>		<i>Total Term Credits</i>		<i>Total Term Credits</i>		<i>Total Term Credits</i>	

Student: Please keep a photocopy of your planner for your personal records.

Campus Resources for Student Success (for your records)

Campus Safety - Cornett 131A; (541) 885-1111

Disability Services - Learning Resource Center (LRC) 229; (541) 851-5227

Housing and Residence Life - Residence Hall A 151; (541) 885-1094

Integrated Student Health Center (ISHC) - (541) 885-1800

Peer Consulting Services - LRC 233; (541) 851-1263

Registrar's Office - Snell Hall, Lower Level; (541) 885-1300

Student Affairs - CU 217; (541) 885-1011

Student Success Center - LRC 229; (541) 851-5179

Tech Opportunities Program - TRiO - LRC 228; (541) 885-1125

The Rock - Retention Services - Boivin Hall; (541) 885-1644