



Application for Academic Reinstatement

Name _____ Student ID # _____

Address _____
(street address) (city) state (zip)

Phone # _____ E-mail address _____

Program or major at the time of academic suspension _____

Are you seeking reinstatement to the above program? _____ Yes _____ No
If not what is your intended program? _____

Cumulative GPA _____ Credits earned (passed) _____ Credits attempted _____

In addition to this form, please provide the following:

- 1) **Copy of your transcripts from your MyHC Account**
- 2) **A typed letter that includes the following information along with supporting documentation.**
 - a) **Academic Situation:** This serves as your opportunity to reflect on your current academic circumstances. It is meant to assist you in determining how you will learn from your past experiences in achieving academic success. This should be taken seriously, as you will benefit greatly from examining your current situation, how you arrived, and how you can take steps to become successful in the remaining time that you are a student at Helena College.
 - This must be at least one page in length, addressing the following:
 - 1) Describe the factors that lead to your academic situation. Please address each term you were unsuccessful
 - b) **Goals:** What are your goals for the semester? (Or what do you place to do to get off probation?) Include measurable objectives and methods. It is not enough to write, "I will study more." (ex. When will you study? How will you study? Where will you study?)
 - c) **Accountability Measures/Consequences:** While we are here to help you, *you will be held accountable for your own academic progress and success.*
 - 2) What will you do to ensure the successful completion of your degree? (ex. What resources or services will you seek out? X hours spent in SSC with tutor or completing work. Meet with advisor X times during the term.)

Signature

Date