

BEMIDJI STATE UNIVERSITY  
Records & Registration Office  
School of Graduate Studies  
Memorial Hall, Room 300, #48  
1500 Birchmont Drive NE  
Bemidji, MN 56601  
218-755-2027  
[grad@bemidjistate.edu](mailto:grad@bemidjistate.edu)

## School of Graduate Studies Academic Petition

You have the right to petition for readmission after being placed on academic suspension AND/OR to request exceptions to standing university policies and procedures. You must complete this petition in its entirety in order to be considered for approval. Petitions should be submitted to the School of Graduate Studies. Petition results will be emailed to your BSU student e-mail address, unless a different address is provided below. For financial aid reinstatement, please contact the Financial Aid Office

NAME: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Complete **ALL** steps below.

**Step 1:** Complete the following boxes to identify your petition type(s) and current academic information. Insert NA if the box does not apply.

Term Last attended: \_\_\_\_\_ Current cumulative GPA is: \_\_\_\_\_

Term seeking readmission: \_\_\_\_\_ How many academic suspensions have you had? \_\_\_\_\_

Program of Study: \_\_\_\_\_ Advisor: \_\_\_\_\_

**Step 2:** Which university policy or procedure are you contesting?

Seven Year Term Limit  Graduate GPA Minimum  Suspension/Probation

Other: \_\_\_\_\_

**Step 3:** Students may petition based on extenuating circumstances. Please click the box or boxes that indicate the extenuating circumstances that you are claiming. **Supporting documentation is highly recommended.** Please note that extenuating circumstances DO NOT include lack of funds, failure to understand or adhere to university policy or dissatisfaction with an instructor or class.

- Personal or physical health or mental health issues. (e.g. health providers' statement written on official letterhead)
- Death of immediate family member. (e.g. obituary or funeral information)
- Call up for active military duty. (e.g. copy of official military orders)
- Family/Relationship Crisis. (e.g. court or legal documentation)
- Disability issue not previously diagnosed or documented. (e.g. documentation from a certified disability specialists)

Natural disaster, including flood, fire or tornado. (e.g. insurance documentation)

Job loss. (e.g. unemployment verification or employer termination letter)

Other \_\_\_\_\_

**Step 4:** Attach to this petition form, a well thought out detailed letter explaining:

1. Your extenuating circumstances and how those circumstances affected your progress and/or your request of a policy exception.
2. Your plans to achieve academic success, if applicable.
3. Your plan on bringing your GPA to the 3.0 minimum graduate grade point average requirement, if applicable.
4. Provide evidence of support from your academic advisor and/or academic department.

**Step 5:** By signing below I certify that my petition is truthful and complete, and if approved, I will adhere to the plans laid out in the petition. I understand the above plan or actions may be modified during my petition review.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 6:** Signature of Support from the student's academic advisor or academic department representative.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

SPA Committee Action Comments: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Referred to: \_\_\_\_\_

Notes: