BEMIDJI STATE UNIVERSITY
Records & Registration Office
records@bemidjistate.edu

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 Records & Registration. 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: