



Undergraduate Admissions and Standards Committee

Petition for Readmission

Office of the Registrar • ENMU Station 5 • 1500 S. Ave. K • Portales, NM 88130 • Fax: 575-562-2566

Dear Student:

By filling out the attached Petition for Readmission, you are appealing to continue your education at Eastern New Mexico University. It is imperative that you have examined the elements that led to your poor academic performance and made changes to insure your future academic success. It is important that you understand an academic suspension results in a required absence from the University. Carefully complete all parts of the process below.

The readmission or appeal process is as follows:

1. Complete the attached petition, leaving no questions unanswered. Please provide documentation (degree plans, current transcripts, other supporting materials) to support your petition.
2. Schedule a meeting with the tutoring coordinator to review you completed petition. The tutoring coordinator will take your appeal to the committee.

Tutoring Coordinator: Esthela Banuelos

Office Location: Ground Floor CUB–The Alley

Office Phone: 575-562-2842

E-mail: esthela.banuelos@enmu.edu

3. Adhere to all deadlines.
4. The tutoring coordinator will take your completed appeal to the Undergraduate Admissions and Standards Committee. The committee will either approve or deny your petition. You will be contacted by phone or e-mail with the committee's decision immediately. Written notification of the decision will be mailed to the address you provide on your petition form.

General

10. What were the circumstances that led to your academic failure in your last two semesters?

Academic (e.g. study habits, time management, academic goals, etc.)

11. What academic habits contributed to your poor academic performance in your last two semesters?

12. What academic measures have you taken to solve the problems or change the circumstances leading to your academic difficulty?

Personal (e.g. work schedule, child care, etc.)

13. What personal measures have you taken to solve the problems or change the circumstances leading to your academic difficulty?

14. What plans do you have should your petition be denied?

15. If you are readmitted, which courses do you need to repeat to improve your grade point average?

Initial the following statements to signify that you have completed the process for appeal for readmission as stated.

_____ My transcript is attached to this petition.

_____ I have attached an updated degree plan.

_____ I have reviewed my transcript for course repeats.

_____ I have completed the proper paperwork from the registrar's office authorizing course repeats.

_____ I have attached material I consider appropriate to document the circumstances beyond my control that led to my academic failure in my last two semesters.

Students may, but are not required, to present their case to the Undergraduate Admissions and Standards Committee. Each student will have a maximum of five minutes to address the committee. Please indicate below whether or not you wish to speak to the committee.

Yes, I want to speak with the committee.

No, I do not want to speak with the committee.

I hereby attest that these questions have been answered **by me** to the best of my ability.

I understand that the committee will view incomplete information negatively. Finally, once the petition is completed and signed, I authorize the tutoring coordinator to present it to the committee along with my current transcript.

Signature _____ Date _____