



## Readmission Procedures for Suspended Students

### Academic Review Board

A student who has been Suspended once for academic reasons by the Academic Review Board (ARB) is not eligible for readmission for two semesters (counting the Summer Session). Since the regular meetings of the ARB occur only at the end of each semester, the application and all supporting documents must reach the ARB Chair by the appropriate deadline:

<b>Time of Suspension</b>	<b>Earliest Readmission</b>	<b>Application Deadline</b>
End of Fall Semester	the next Fall Semester	July 25
End of Spring Semester	the next Spring Semester	December 10
End of Summer Session	the next Summer Session	May 1

### Application Process

In order to be readmitted, you must provide convincing evidence that the conditions that led to your Suspension have been dealt with and that you now will be able to meet the academic standards of the college. Applications for Readmission consist of the following:

1. A completed Application for Readmission Form (available from the office of the Registrar, or at [hiram.edu/registrar](http://hiram.edu/registrar)).
2. A carefully composed, typed, personal statement explaining why you should be readmitted to the College, including a description of the factors that will help to guarantee your future academic success.
3. A personal interview with one of the members of the ARB. A representative of that group will contact you to arrange for this interview, to take place by the application deadline given above.
4. Two or more letters of recommendation indicating the progress you have made during the period of Suspension. At least one of these letters should be from an academic professional (faculty or counselor) who was familiar with you before the Suspension and who has maintained contact with you during the period of Suspension.
5. Transcripts or grade reports of any graded courses taken at another college or university during the period of Suspension. Such courses are not required, but they are very strongly recommended. They often can supply evidence that you are capable of doing well in significant college-level work. If you are unable to take courses, the reason for this should be explained in your personal statement (in #2 above).

The ARB will consider your application for readmission once all of these items have arrived and the personal interview has been held. If any of these items do not arrive on time, consideration of the application will be delayed for a full semester until the next meeting of the board. Note, in particular, that due to differences in academic calendars, late-arriving transcripts can cause a delay.

If you have any questions about your readmission, you should contact the Chair of the Academic Review Board. Information about how to contact the Chair or other members of ARB for assistance or for setting up the personal interview is available from the Registrar's Office, first floor Teachout-Price, telephone 330-569-5210.

Send all documents to the following address:

Chair, Academic Review Board  
Office of the Registrar  
Hiram College  
P. O. Box 67  
Hiram, OH 44234