



## Application for Academic Reinstatement

Name \_\_\_\_\_ Student ID # 7 7 0 0

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 \_\_\_\_\_

***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.***

In addition to this form, please provide the following:

- 1) Copy of transcripts from your MyHC account.**
- 2) A typed response that includes the following information along with supporting documentation.**
  - a) Questions:**
    - 1) Overall experience:
      - a. What most contributed to your not meeting the necessary standards the last time you attended? What steps have you taken to alleviate those issues moving forward?
      - b. Did course load contribute to your lack of success? Would taking fewer credits/classes allow you to be more successful?
      - c. What percentage of class periods did you miss? What caused these absences? Were you proactive in contacting your instructor regarding these absences?
      - d. How many hours a week have you dedicated to your schoolwork? Do you have a study routine? Explain that routine.
      - e. How often did you meet with your instructors to seek help the last time you attended?
    - 2) Tutoring and other campus resources:
      - f. Have you used tutoring services on campus? If so, name the tutoring services used and how often.
      - g. How often did you utilize the online tutoring service, Tutor.com?
      - h. How often do you utilize the library?
      - i. How often do you have your writing efforts proofread?
  - 3) Other factors:
    - j. Did you complete the Refresh for Success course? Submit course completion certificate.

- k. How often did you meet with your advisor during the semester you were unsuccessful?
  - l. How many times a week do you check your Helena College email account?
  - m. What device do you use to interact with the Helena College learning platform?
  - n. When on campus, where do you prefer to study?
  - o. Are you familiar with your course(s) syllabus?
  - p. Do you utilize the Student Handbook as a resource for policies and potential departments or individuals to contact for assistance? If so, who have you contacted, or what policy(ies) have you referred to?
- b) Goals:** What are your goals for the semester? (Or what do you plan to do to be removed from Academic Warning?) 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.***
- 1) What will you do to ensure the successful completion of your degree? (ex. What resources or services will you seek out? X hours spent with a tutor or completing work. Meet with advisor X times during the term.)

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Signature    By signing my name above, I am confirming I am the Individual.    Date    (MM/DD/YY)

**FOR QUESTIONS CALL:**

Sarah Dellwo, Executive Director of Enrollment  
406-447-6908, [Sarah.Dellwo@HelenaCollege.edu](mailto:Sarah.Dellwo@HelenaCollege.edu)

**Return form to the Registrar's Office:**

1115 N. Roberts, Helena, MT 59601  
[HCRRegistrar@HelenaCollege.edu](mailto:HCRRegistrar@HelenaCollege.edu)  
Fax to: 406-447-6397