

Procedures to Remove Academic Registration Hold College of Agriculture

An *Academic Registration Hold* was placed on your record because of your academic performance during your last semester. In order for you to drop/add classes, you must have the *Academic Registration Hold* cleared. To remove the *Academic Registration Hold*, use the following steps to have the delinquency removed:

- You must schedule an appointment with your academic advisor to discuss what led to your low academic performance and what plans you have for improvement. If you have already pre-enrolled, you should discuss changes that may be needed in your schedule for the next semester.
- Complete the *Petition for Removal of Academic Registration Hold* and email the form to your academic advisor.
- Your advisor must sign the petition.
- Email your completed *Petition for Removal of Academic Registration Hold* to the Ag Student Records Office at agrecords@ksu.edu. A signature from the Academic Programs Office will be obtained at that time and the *Academic Registration Hold* will be removed.
- Once the hold is released, you can proceed with the dropping/adding of your classes.
- If you previously attended K-State and are returning after a semester or more off, you must also submit a *Readmission Application* to the University and have the *Academic Registration Hold* removed prior to enrollment. Applications for readmission are available online at <https://www.k-state.edu/admissions/undergrad/manhattan/apply/additional-pathways/returning-readmitted/>.

For petitions, questions, or problems associated with contacting your advisor, contact:

Ag Academic Programs
agrecords@ksu.edu
135 Waters Hall
Manhattan, KS 66506
785-532-6157

K-State College of Agriculture Petition for Removal of Academic Registration Hold

Full Name _____ Wildcat ID Number _____

Permanent Mailing Address:

 Street City State Zip

K-State Mailing Address:

 Street City State Zip

Phone Number _____ Academic Advisor _____

Current College of Agriculture Major _____

What clubs, organizations, part time jobs, etc. are you involved in?

Proposed courses and grades for next semester:

Course Number	Course Name	Credit Hours	Est. Grade

Anticipated Total _____
 Hours GPA

Do you plan to work next semester?

If yes, where? _____ *Hours per week?* _____

What led to your low grades last semester?

What plans do you have to improve your academic performance during the next semester?

Student e-Signature _____ Date _____

For advisor: I certify that the student's current academic situation has been discussed and a plan of action to improve academic performance has been developed.

Advisor e-Signature _____ Date _____

Ag Academics Programs Office _____ Date _____

A final signed copy of the release form will be returned to the academic advisor.