

## **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*.
- Your advisor must sign the petition.
- Return your completed *Petition for Removal of Academic Registration Hold* to the Ag Student Records Office in 135 Waters. 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://apply.k-state.edu/app/open/ChooseTerm\\_open.action](https://apply.k-state.edu/app/open/ChooseTerm_open.action).

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

Ag Academic Programs  
135 Waters Hall  
Manhattan, KS 66506  
785-532-6157  
mhay@k-state.edu

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

Full Name \_\_\_\_\_ Wildcat ID Number \_\_\_\_\_

Permanent Mailing Address:

\_\_\_\_\_

Street	City	State	Zip
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K-State Mailing Address:

\_\_\_\_\_

Street	City	State	Zip
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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 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Ag Academics Programs Office \_\_\_\_\_ Date \_\_\_\_\_

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