



Fulton-Montgomery
Community College

APPLICATION FOR ACADEMIC PROBATION

Students who have been dismissed from the College for failing to meet the College's academic standards may apply for Academic Probation if they believe they have extenuating circumstances that contributed to their not meeting FMCC's academic standards and/or have stepped out for one academic year. Students who are placed on Academic Probation will have their matriculated status reinstated and may then qualify for financial aid. (Eligibility for financial aid is also determined by specific criteria applicable to each financial aid program.)

Student Name _____ ID# _____

Address _____ Telephone # _____

- Completed applications are due by August 10 for the Fall term and January 10 for the Spring term.
- The Committee will not review unsigned or incomplete applications. Documentation must be attached that supports your application (See items 1-4 below). If another individual with a professional affiliation will be advocating for you, the letter must be submitted on company letterhead with his or her signature.
- Return your completed application to the Office of The Registrar (attention of the Probation Committee)
- The Probation Committee will review your application and you will be notified by mail of your status within 14 business days of receipt of your application after they make a decision with further instructions.
- Students applying for financial aid should process all financial aid applications and supplemental documentation in order to not delay the process.

Please review all instructions before starting your application. **On a separate piece of paper**, you will need to complete a student statement that answers the following questions:

- 1. What went wrong?** Please describe and document circumstances that led to your inability to meet satisfactory academic progress.
- 2. What has changed?** Please describe how the issues above that led to your inability to meet satisfactory academic progress have been resolved.
- 3. What is the plan?**
 - a. Why do you want to return to Fulton-Montgomery Community College?
 - b. What steps are you going to take in order to be successful?
 - c. What major have you chosen and why? If undecided, what help do you need in making an informed decision?
- 4. In addition to the student statement above, you will also need documentation that supports your application. (If you are citing a medical reason for example, documentation of that reason).**

I certify that the information provided is true and that the application and student statement are my own work. If granted Academic Probation I agree to follow the recommendations outlined in an Education Plan developed with me by an advisor and/or the Probation Committee. My failure to follow my Education Plan may result in my loss of Academic Probation, matriculated status, and eligibility for financial aid.

Student Signature

Date

OFFICE USE ONLY – Probation Decision

College term Academic Probation is requested for: _____
Semester / Year

Additional documentation requested _____/

Committee Recommendation:

_____ Recommend Approval _____ Recommend Denial _____ Meets TAP requirements

Comments:

Committee Member Signature

Date

OFFICE USE ONLY - Appeal Decision

Determination by Provost and Vice President for Academic Affairs:

_____ Academic Probation Approved _____ Academic Probation Denied

Comments:

Provost and Vice President for Academic Affairs Signature

Date