Procedures to Remove Academic Registration Hold

An *Academic Registration Hold (ARH)* was placed on your record because your semester GPA was < 1.00. In order for you to drop/add classes, you must have the ARH removed. To remove the ARH, use the following steps:

- Fill out the *Petition for Removal of Academic Registration Hold*.

- Schedule an appointment with your academic advisor to discuss what led to your poor academic performance and what plans you have for improvement. This can be handled remotely (email, phone, etc.) if you or your advisor are not in the K-State vicinity. If you have already pre-enrolled, you should discuss changes that may be needed in your schedule for the upcoming semester. If an advisor flag exists on your account this would also be a good time to get it removed.

- You and your advisor must sign the petition. This can be done electronically if necessary.

- Return your completed *Petition for Removal of Academic Registration Hold* to the Engineering Student Services Office in 1042 Rathbone Hall and the ARH will be removed. If electronic means are used, the petition must be e-mailed to Engineering Student Services by the advisor, not the student.

- Once the hold is released, you can proceed with the dropping/adding of your classes. You are also on Academic Warning as well so it is important that you be familiar with the university's academic policies.

- 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 *ARH* removed prior to enrollment. Applications for readmission are available online. Questions regarding admission should be directed to the KSU Office of Recruitment and Admissions at (785)-532-1521.

For questions or problems associated with contacting your advisor, please contact your department office. For all other questions, please contact Engineering Student Services in 1042 Rathbone Hall at 785-532-5592 or enggss@ksu.edu.