



Mailing Address:

University of Maine
Academic Advising & Student Services Center
5774 Stevens Hall, Room 100
Orono, ME 04469-5774

How to Readmit After a Suspension or if GPA is below a 2.0:

Thank you for your interest in returning to the University of Maine. We hope you find this handout to be helpful as you begin your process for readmission into our College.

Part I: Write an essay (1 ½ to 3 pages)

Students who wish to return to the University of Maine after an academic suspension or with a low cumulative GPA must submit an essay to the College of Liberal Arts & Sciences. Information about academic standing can be found in our online Undergraduate Catalog (www.catalog.umaine.edu) *Click on the tab for "Academic Standing".*

Tips & Guidelines for writing an effective appeal:

- **Offer an opening statement** in which you express your wish to return to the University and for what semester you are interested in coming back for.
- **Reflect on your previous academic performance** with factual and specific details. What specifically went wrong and when? How did you handle what happened and who did you work with? Was what happened this semester an outlier or has poor academic performance been a pattern? *Please make this the bulk of your essay and write thoughtful responses.*
- **Share what has changed** since you left the University. What steps have you taken to get back on track?
 - Please provide any pertinent documentation that may speak to the reason(s) for your academic suspension. A medical note from a professional, letter from a professor or any other evidential documents highlighting the reason(s) why your grades suffered would be sufficient. Please do not include lengthy medical records or anything unrelated to the reasons for your academic suspension.
- **Describe your plan of action for success.** Here you might consider what will you study, how many courses you plan to take and most importantly, which services will you access at the University to ensure your success.
- **Offer a closing statement** with the best way(s) in which to reach you for further information. This includes your best email address and phone number.

Please note: If you are readmitted, there *may* be a set of conditions placed upon your readmission designed to ensure future academic success.

Part II: Complete the University's Readmit Form

- Open your browser and type in: <https://studentrecords.umaine.edu/forms>
- Click on "Readmit Form" from the list.
- Please have the most up-to-date version of Adobe Acrobat or read the message intended for Mac users. Also note that Safari is not usually an agreeable web browser to use.

Part III: Submit your documents

Save and e-mail your essay and readmit form to Dawn Closson at dclosson@maine.edu or send into the address at the top of this page. For more information call Dawn at 207-581-1952. If you need to fax medical documentation, please use 207-581-1953 as the fax number.

*Thank you for writing, in your words, what coming back to the University of Maine means to you.
Our office will be in contact with you.*