

# Petition for Reinstatement

**Students who are academically dismissed are not permitted to re-enroll at the university until one full semester (fall or spring) has elapsed after the date of dismissal. At the conclusion of one full semester of dismissal, the student may petition for reinstatement to the dean of the student's college. Each petition will be considered on its own merit. Reinstatement is not automatic.**

Date \_\_\_\_\_  
Full name of student \_\_\_\_\_ Phone \_\_\_\_\_  
Address to which response letter should be mailed \_\_\_\_\_

Student ID# \_\_\_\_\_ Birthdate \_\_\_\_\_ Email Address \_\_\_\_\_  
Check term for which you wish to be reinstated:  Fall  Spring  Summer  
Check the area of your intended major:  Arts and Sciences  Business  Undeclared  
 Education  Technology  General Studies

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**Directions to the Student:**

Complete this sheet and *return to appropriate college for the major you plan to pursue*. College choices include: Arts and Sciences, 311; Grubbs Hall; Business, 101 Kelce; Education 115 Hughes Hall; Technology, S101 KTC; or you may select: General Studies, 311 Grubbs Hall; Undeclared, 107 Horace Mann/Admissions. Your previous advisor's input is required (see second page). Also make certain to have official transcripts sent from any colleges you have attended since last enrolled at PSU.

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I wish to have my petition for reinstatement given careful consideration for the following reasons: **(a separate page may be attached if desired)**

Reason for previous academic difficulty: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do your current circumstances differ from those which existed at the time of your dismissal: (attach additional page as needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all colleges attended since you were enrolled at Pittsburg State. If you have not attended another college or university since your dismissal, write "NONE."

\_\_\_\_\_  
\_\_\_\_\_

List any courses taken since your dismissal from Pittsburg State:

Course Number	Course	Grade	Date Taken	Institution
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Your last enrollment at Pittsburg State University (semester and year): \_\_\_\_\_

Signature of Student \_\_\_\_\_

**Faculty Advisor's Statement Concerning Petition for Reinstatement**

*(The student should complete lines 1-6 before sending or giving the form to his/her advisor)*

- 1. Full name \_\_\_\_\_
- 2. Check term for which you wish to be reinstated:                       Fall                       Spring                       Summer
- 3. Degree you are seeking: \_\_\_\_\_ Major: \_\_\_\_\_
- 4. Name of faculty advisor: \_\_\_\_\_
- 5. Last semester of attendance at PSU: \_\_\_\_\_ (semester and year)
- 6. Activities since last attending PSU: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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The faculty advisor of the student named above is asked to give comments and observations concerning this student's petition for reinstatement. If the advisor is not on campus, or not available, another faculty member or the chairperson of the department may be substituted. (Advisors please return this sheet to your Dean or Director).

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This student             is             is not            recommended for reinstatement.

I have the following comments and observations to make about the above named student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation of courses to repeat and/or actions student should take to improve academic standing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Date	Faculty Advisor's Signature	Date	Department Chair's Signature
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This student             is             is not            recommended for reinstatement. (Retain a copy for your records and send form to Registrar's)

Comments (optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Dean's Signature                      Date