Procedures for Academic Reinstatement
http://www.eng.iastate.edu/advising/AcademicStandards/index.asp

Students who desire reinstatement to the College after having been dismissed must submit a written petition, a Program of Study (POS) form, and a re-entry application if needed (for requirements see http://www.registrar.iastate.edu/info/ug-reentry.html). Students should ensure that an academic advisor’s recommendation is sent to the Committee as well. (Check with your departmental office to determine advisor assignment.) Please be aware that reinstatement is not automatic.

Deadlines\(^1\) for receipt of the reinstatement materials will be at 5:00 p.m. on the days listed below. No petitions will be acted upon if received after the Absolute Deadline.

\(^1\) It is recommended that you submit your petition for the early review deadline for the semester you plan to start. It will then be acted on prior to the start of registration for classes. It is in your best interest to do this to ensure that you get the classes you need.

### Deadlines

<table>
<thead>
<tr>
<th>Entry Date</th>
<th>Early Review Deadline(^a)</th>
<th>Absolute Deadline(^b)</th>
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<tr>
<td>Fall 2011:</td>
<td>Monday, Feb. 28, 2011</td>
<td>Wednesday, July 6, 2011</td>
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<tr>
<td>Spring 2012:</td>
<td>Monday, October 10, 2011</td>
<td>Friday, November 18, 2011</td>
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<tr>
<td>Fall 2012</td>
<td>Monday, Feb. 27, 2012</td>
<td>Monday, July 2, 2012</td>
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\(^a\) Petitions will be acted on prior to the start of registration for classes.

\(^b\) Students may be unable to enroll in classes that they need due to registering later than most students.

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All materials should be addressed to: Academic Standards Committee, 110 Marston Hall, Ames, IA 50011.
Phone: 515-294-4238, Fax: 294-8993

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### Student Checklist:

1. ___ Petition Letter
2. ___ Transfer grades or progress report signed by instructors if currently in classes
3. ___ Program of Study signed by you and your Academic Advisor
4. ___ A Letter of Recommendation from your Academic Advisor
5. ___ Check Deadline: all materials must be presented before the deadline
6. ___ Undergraduate Reentry form: required for all international students or any student not enrolled at ISU for 2 or more semesters prior to the semester in which you wish to return
1. Students must **submit a typed Letter of Petition** that includes the following:

   A. The specific **term** for which the request is made and the specific curriculum in which the student plans to enroll.

   B. A statement by the student that **clearly analyzes** the probable causes for the previous unsatisfactory academic performance and a **detailed plan of action** the student has taken or will take to avoid or eliminate these causes.

   C. A statement that describes the activities of the student since leaving the University. If classes were taken at another institution, have an official transcript sent to the Office of Admissions, 100 Enrollment Services Center, Iowa State University, Ames, IA 50011. **If classes are in progress at another school, submit letters from instructors indicating performance to date.**

2. Students must submit a **Program of Study** form with the letter of petition.

   A. The Program of Study form is online at http://www.eng.iastate.edu/advising/AcademicStandards/index.asp and also can be obtained from the student’s academic advisor. This form must be completed, **signed by the student and the advisor**, and submitted with the student’s Letter of Petition.

   B. After discussions with the academic advisor, the student should fill out the Program of Study form indicating by term the courses recommended for two semesters plus any summer sessions. Courses which are being repeated should be identified. **The advisor should sign this form, retain a copy, and give the original to the student for submission with the student’s petition.**

3. The committee must receive a **Letter of Recommendation from the academic advisor** by the deadline for receipt of the reinstatement materials:

   **Advisor Note:**
   The advisor must prepare a **written recommendation** detailing the student’s history and likelihood for success, plans discussed, and interactions with the student. This letter may be sent by electronic mail or written memo. The advisor's recommendation must be received by the deadline for receipt of reinstatement materials.

**Please Note:**
Students can be **reinstated only when at least one academic semester** has elapsed since they were academically dismissed. The summer session is not considered as an academic semester when determining the period of dismissal. **A student who has been dropped more than once may not be reinstated until at least two academic semesters have elapsed.** The period of required absence is intended to provide the student an opportunity to make a comprehensive review of the problems interfering with success and to reappraise academic goals.

**Re-entry application:**
A reentry application is required if the student has been absent from the University for 12 months or more. **International students, however, are required to submit a reentry application after any absence** (other than summer session). The reentry application may be obtained from the Office of Admissions, 100 Enrollment Services Center, Iowa State University, Ames, IA 50011.