Procedures for Academic Reinstatement
http://www.engineering.iastate.edu/student-services/academic-standards/

Students who desire reinstatement to the College of Engineering after having been dismissed must submit written reinstatement materials for review by the Academic Standards Committee. These materials include a petition statement, a Program of Study (POS) form, and a re-entry application if needed (for requirements see http://www.registrar.iastate.edu/students/reentry/ug-reentry). Students should ensure that an engineering academic adviser provides information regarding their situation to the Academic Standards Committee as well (check with the departmental office for the desired engineering major to determine adviser assignment). The committee reviews the written materials and makes a determination. Students do not appear before the committee. Please be aware that reinstatement is not automatic.

Deadlines 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. 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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</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>Tuesday, March 5, 2013</td>
<td>Tuesday, July 9, 2013</td>
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<tr>
<td>Spring 2014</td>
<td>Tuesday, Oct. 15, 2013</td>
<td>Tuesday, Nov. 19, 2013</td>
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<td>Summer I, 2014</td>
<td>Tuesday, March 4, 2014</td>
<td>Thursday, April 3, 2014</td>
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<td>Summer II 2014</td>
<td>Tuesday, March 4, 2014</td>
<td>Tuesday, April 22, 2014</td>
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<tr>
<td>Fall 2014</td>
<td>Tuesday, March 4, 2014</td>
<td>Tuesday, July 8, 2014</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.

All materials should be addressed to: Academic Standards Committee, 110 Marston Hall, Ames, IA 50011. Phone: 515-294-8355, probationengr@iastate.edu, Fax: 515-294-8993

**Student Checklist of Materials for Reinstatement Packet:**

1. _____ Petition Letter
2. _____ Copy of student grade report for any transfer grades or copy of unofficial transcript
3. _____ Progress report, if currently in classes, listing grade in class to date, signed by instructor
4. _____ Program of Study signed by you and your engineering department Academic Adviser
5. _____ Informational statement from your Academic Adviser
6. _____ Check Deadline: all materials must be turned in before the deadline
7. _____ Copy of 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 (please include all pages)
1. Students must **submit a typed Letter of Petition** that includes the following:

   - The specific **term** for which the request is made and the specific curriculum in which the student plans to enroll.
   - 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.
   - A statement that describes the activities of the student since leaving the University.

2. Students must **submit a copy of an unofficial transcript or student grade report of any transfer classes**.

   - **Students must provide a copy of their student grade report or an unofficial transcript with their petition for any transfer classes taken while away from ISU.** Since official transcripts from transfer institutions are not available for the Academic Standards Committee meeting, students transferring credit who do not provide evidence of their grades to the committee will have their petition request tabled until the next committee meeting when they have provided this information.
   - If currently in classes, students must **submit an instructor progress report that lists the current grade** the student has in the class based on attendance and assignments turned in to date.

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

   - The Program of Study form is online and also can be obtained from the student’s engineering academic adviser. [http://www.engineering.iastate.edu/student-services/academic-standards/](http://www.engineering.iastate.edu/student-services/academic-standards/).
   - After discussions with the academic adviser, the student should fill out the Program of Study form indicating by term the courses recommended for two semesters, plus any summer session. Courses which are being repeated should be identified. **The adviser should sign this form, retain a copy, and give the original to the student for submission with the student’s petition.**

4. The committee must receive an **Informational Statement from the academic adviser** by the “receipt of reinstatement materials” deadline:

   - The adviser must prepare a **written statement** detailing the student’s history and likelihood for success, plans and issues discussed, strategies for monitoring progress, and interactions with the student. This statement may be sent by electronic mail or written memo.

5. 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 for this purpose.

   - **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.

6. The re-entry application may be found at [http://www.registrar.iastate.edu/students/reentry/ug-reentry](http://www.registrar.iastate.edu/students/reentry/ug-reentry). Please include all pages with the packet.

   - A copy of the re-entry 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 re-entry application after any absence** (other than summer session).