

PETITIONING FOR REINSTATEMENT AT THE UNIVERSITY OF WASHINGTON

DEADLINES

For Autumn Quarter reinstatement petition must be submitted by **September 10th**.

For Winter, Spring or Summer Quarters reinstatement petition must be submitted no later than the **3rd day of the quarter**.

EARLY SUBMISSION IS HIGHLY ENCOURAGED.

Step 1: SCHEDULE A MEETING WITH A REINSTATEMENT ADVISER

If you have been dropped for low scholarship and wish to petition for reinstatement, you must meet with a reinstatement adviser in your school or college. Your reinstatement adviser will forward your petition to the Reinstatement Committee. **Students without a major (pre-major students) and College of Arts & Sciences students should contact Undergraduate Advising, 171 Mary Gates Hall, (206) 543-2550. All EOP/SSS students should contact the Office of Minority Affairs & Diversity, 365 Schmitz Hall, (206)543-7132. Students outside the College of Arts and Sciences should contact their School or College.**

Before you meet with your adviser to apply for reinstatement, reflect on the causes that led to your academic difficulties. A petition that demonstrates a mature assessment of problems and concrete changes in behavior has a better chance of being considered. Your adviser can help you decide a best course of action by outlining some possible options.

Step 2: COMPLETE REINSTATEMENT PETITION

To be considered for reinstatement, your petition must include the following:

- **A Typed Personal Statement** that briefly analyzes the barriers to your academic success and details the **behaviors** you have changed or will change to ensure your future academic success. Simply promising to “change” and “do better” is not a change of behavior; you must have concrete examples of your intended changes.
- **An Academic Success Contract** that identifies specific actions recommended by your adviser (the Contract is on the next page).
- **A Course Plan.** Students with fewer than 135 credits must present a plan that includes your intended major and the courses you intend to take for the next academic year, if reinstated. Students with more than 135 credits must present a detailed course plan developed with and signed by a department adviser that will lead to degree completion in your major within the next 4 quarters. If you have grade changes pending (X or incomplete grades, or a grade challenge), submit documentation from your professor that such action is pending.
- **Transcripts or Grade Reports** for any coursework taken elsewhere since you were dropped from the UW. If you are currently attending another college, submit a copy of your current class schedule.
- **Copy of Hardship Withdrawal Petition** if you are applying for hardship withdrawal.

Your statement and any documentation you provide will be available *only* to the Reinstatement Committee and will be kept confidential, but will remain on file. Your completed reinstatement packet must be turned in to your reinstatement adviser by the dates listed above. Petitions received after the deadline will be considered for the following quarter. **Note: Reinstatement is not automatic upon request.**

If you are reinstated you must achieve either a grade point average of 2.5 or higher during your reinstatement quarter or raise your overall cumulative grade point average to 2.0 to remain in school. This is also true for every subsequent quarter after your reinstatement as you will remain on probation until your cumulative grade point average reaches 2.0.

Step 3: FILE A RETURNING STUDENT RE-ENROLLMENT APPLICATION

If you did not complete either of the two quarters immediately preceding (not including summer) the quarter in which you wish to be reinstated, you must also file a Returning Student Re-enrollment Application by the application closing date. A student who is petitioning for reinstatement may file an application before reinstatement is approved, and should do so if the application deadline is approaching. There is a non-refundable application fee. Further information and forms are available at

<http://www.washington.edu/students/reg/returning.html>.

University of Washington
REINSTATEMENT PETITION

Name _____ Date _____
Student number _____
Address _____ Telephone _____
E-mail _____

I am petitioning to be reinstated for: Qtr. & Year _____ Last attended University of Washington: Qtr. & Year _____
Any college(s) attended since drop _____ Dates _____

To be completed by the Reinstatement Adviser and signed by the student

ACADEMIC SUCCESS CONTRACT

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Take care of Incomplete removals, X grades, grade changes<input type="checkbox"/> Submit hardship withdrawal petitions<input type="checkbox"/> Clear any outstanding financial obligations to the UW<input type="checkbox"/> Revise class schedule<input type="checkbox"/> Reduce course load to no more than _____ credits/courses<input type="checkbox"/> Meet with departmental adviser and obtain signed course plan if you have 135 credits or more<input type="checkbox"/> Register for courses early in the registration period<input type="checkbox"/> Modify work schedule<input type="checkbox"/> Reduce extracurricular activities<input type="checkbox"/> Seek Academic Support | <ul style="list-style-type: none"><input type="checkbox"/> Change living situation<input type="checkbox"/> Seek personal counseling at Student Counseling Center or Hall Health<input type="checkbox"/> Attend Study-Smarter workshops
<i>http://depts.washington.edu/scc/studyskills.html</i>
___All ___Memorization ___Time Mgt. ___Test Anxiety ___Taking Notes/Reading Texts ___Test-Taking<input type="checkbox"/> Change academic direction<input type="checkbox"/> Attend a Roadmap to Choosing Your Major workshop<input type="checkbox"/> Take MBTI and Strong Interest Inventory through the Counseling Center<input type="checkbox"/> Submit a Returning Student Re-enrollment Application to the Registrar's Office by the deadline<input type="checkbox"/> Make sure the UW has your correct address and e-mail address |
|---|---|

Additional adviser recommendations:

I have discussed this contract with my adviser and understand that failure to follow these recommendations may mean that any future petitions for reinstatement may be denied.

student signature and date

adviser signature and date

This space is reserved for Dean's action

Reinstatement Granted Denied Deferred Effective _____ Quarter, 20 _____

In College of _____ Major _____

Date _____

Signature of Dean's representative

Return approved petition to Office of the Registrar, Box 355850, fax 206-221-4423

University of Washington
REINSTATEMENT PETITION

PERSONAL STATEMENT GUIDELINES

Submit a separate **typed** statement that addresses the following:

- Discuss the barriers to academic success that you have identified. Be specific.
- Outline behaviors and circumstances that you have already changed or that you plan to change so that your academic success improves. Be specific. For example, "trying harder" is not a behavior change.
- List three things you can do that will specifically improve your course work and/or study habits.
- One year course plan: _____ My intended major: _____

Quarter 1	Quarter 2	Quarter 3	Quarter 4

Students with more than 135 credits should attach a graduation plan developed with their major department adviser.

Note to adviser: Please add your comments in EARS regarding the student's potential to successfully complete the coursework required for the degree. Thank you.