UNIVERSITY OF WASHINGTON – SEATTLE CAMPUS PROCESS FOR PETITIONING FOR REINSTATEMENT

Step 1: SCHEDULE A REINSTATEMENT MEETING WITH AN ADVISER

If you have been dropped for low scholarship and wish to petition for reinstatement, you must meet with one of the following reinstatement advisers:

EOP/SSS/CAMP Pre Majors:

Contact the Office of Minority Affairs and Diversity Counseling Center, Office of Minority Affairs & Diversity, 141 Mary Gates Hall, (206) 543-7132

General Pre Majors:

Contact Undergraduate Academic Affairs (UAA) Advising, 141 Mary Gates Hall, (206) 543-2550

<u>College of A&S Majors</u> (e.g. Art, English, Math, Chemistry, Biology, Sociology, Psychology, International Studies, etc): Contact Undergraduate Academic Affairs (UAA) Advising, 141 Mary Gates Hall, (206) 543-2550

<u>Any majors outside the College of Arts & Sciences</u> (e.g. Business, Engineering, Social Welfare, Environment, etc):

Do not use this petition form. Please check this site to determine the process you will follow. http://www.washington.edu/uaa/advising/help/reinstatement.php

Non-Matriculated Students:

Contact the UW Evening Degree Program, 103 Lewis Hall, (206) 543-6160

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 helping you outline some possible options.

Step 2: COMPLETE REINSTATEMENT PETITION

To be considered for reinstatement, your petition must include the following (details on the following pages):

- Completed petition form
- Typed Personal Statement
- Course Plan
- Copy of Transcript(s) from any coursework taken elsewhere since you were dropped from the UW
- Copy of Hardship Withdrawal Petition (only 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 below** with enough time for your adviser to attach any necessary paperwork and turn it in to the committee. Petitions received after the deadline will be considered for the following quarter. Reinstatement is not automatic upon request, but is based on the committee's determination of whether or not you will be successful on your return.

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.

DEADLINES

For Autumn Quarter reinstatement petitions must be submitted by the first Friday in September.

For Winter, Spring or Summer Quarters reinstatement petition must be submitted no later than the 2nd day of the quarter.

EARLY SUBMISSION IS HIGHLY ENCOURAGED. Students will be notified of the committee's decision within one week of the committee meeting. Please check in with your adviser if you have questions.

University of Washington - Seattle Campus REINSTATEMENT PETITION GUIDELINES

PERSONAL STATEMENT:

Submit a separate typed statement in 550 words or less that addresses the following:

- The barriers to academic success that you have identified. Be specific.
- The 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.
- Three things you can do that will specifically improve your course work and/or study habits.

COURSE PLAN:

• Students with declared majors need to make an appointment to meet with their departmental adviser to prepare a detailed course plan.

Note to adviser: This should include the number of credits left to complete the degree and the grades needed each quarter to graduate with the degree. Please add your comments in EARS regarding the student's potential to successfully complete the coursework required for the degree.

 Students who are not in majors may meet with a general adviser to 	develop a course plan.
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My one year course plant	an:	My intended major:	
Quarter 1	Quarter 2	Quarter 3	Quarter 4

TRANSCRIPTS:

Please include <u>transcripts from any coursework taken elsewhere since you were dropped from the UW</u>. If you are currently attending another college, submit a copy of your current class schedule.

HARDSHIP WITHDRAWAL PETITION:

If you are applying for hardship withdrawal, attach a copy of your hardship withdrawal petition.

BEFORE SUBMITTING TO THE COMMITTEE, MAKE SURE THE FOLLOWING HAVE BEEN COMPLETED:			
STUDENT CHECKLIST ☐ Met with Adviser in UAA or OMAD and created course plan ☐ Met with your ISS Adviser, if you are an international student	REINSTATEMENT ADVISER CHECKLIST: Signed Academic Success Contract Submitted EARS Notes		
 ☐ Typed essay ☐ If in a major, attach a course plan signed by a departmental adviser ☐ Attached transcripts from other 	DEPARTMENTAL ADVISER CHECKLIST: ☐ Approved and signed course plan ☐ Submitted EARS Notes		
colleges/universities Attached copy of Hardship Withdrawal petition (if submitting) Submitted Returning Student application to Registrar's Office(if needed)	a submitted Living Notes		

University of Washington - Seattle Campus Reinstatement Petition

	Date
Name	Student number
Address	Telephone
	UW E-mail@uw.edu
	Alternate Email
I am petitioning to be reinstated for: Qtr. & Year Last atter	nded University of Washington: Qtr. & Year
Any college(s) attended since drop	Dates
If you are an international student: Name and Email of ISS adviser	
To be completed with the Reinstatement Advis	ser and signed by the student
changes □ Submit hardship withdrawal petitions with supporting documents □ Clear any outstanding financial obligations to the UW □ Revise class schedule □ Reduce course load to no more than credits/courses □ If declared in a major, meet with departmental adviser and obtain signed course plan □ If pre-major status, meet with UAA or OMAD general adviser	Register for courses early in the registration period Modify work schedule Reduce extracurricular activities Seek Academic Support (e.g. CLUE, IC) Change living situation Seek personal counseling at UW Counseling Center or Hall Health Mental Health Clinic Change academic direction Take MBTI and Strong Interest Inventory through the Counseling Center or the OMAD Academic Counseling Services Make sure the UW has your correct address and e-mail address
Student signature and date Reinstatement	adviser signature and date
Reinstatement	adviser printed name
This space is reserved for Dean	's action
Reinstatement Granted Denied Deferred until:	EffectiveQuarter
In College of Major	
Date Signature of Dean/Dean's designee	

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