

**UNIVERSITY OF WASHINGTON – SEATTLE CAMPUS**  
**PROCESS FOR PETITIONING FOR REINSTATEMENT**

**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 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

**College of A&S Majors (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

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

Find your contact here, as you may not be required to follow the same petition process:

<http://www.washington.edu/uaa/advising/about/departments.php>.

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):

- **A Typed Personal Statement with Course Plan**
- **Transcripts or Grade Reports**
- **An Academic Success Contract**
- **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. **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>.

**DEADLINES**

For Autumn Quarter reinstatement petition must be submitted by **September 1st**.

For Winter, Spring or Summer Quarters reinstatement petition must be submitted no later than the **2<sup>nd</sup> 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 you adviser if you have questions.**

**University of Washington - Seattle Campus  
REINSTATEMENT PETITION GUIDELINES**

**For PERSONAL STATEMENT:**

Submit a separate **typed** statement in 500 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 or who are intending to declare a particular major must present a detailed course plan developed with and signed by a departmental adviser.

**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. Thank you.**

EXAMPLE COURSE PLAN:

Intended major: Sociology

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Sociology 2XX (5cr)	Sociology 3XX (5cr)	Sociology 3XX (5cr)	Sociology 3XX (5cr)
NW (5cr)	VLPA (5cr)	Sociology 3XX (5cr)	Sociology 4XX (5cr)
		NW (5cr)	

**For TRANSCRIPTS:**

Please include the following:

An Unofficial UW Transcript 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 from 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.

**BEFORE SUBMITTING TO THE COMMITTEE, MAKE SURE THE FOLLOWING ARE INCLUDED IN THE PACKET:**

**STUDENT CHECKLIST:**

- Met with Adviser
- Submitted typed essay
- Attached course plan
- Attached transcripts from other colleges/universities
- Attached copy of Hardship Withdrawal petition (if submitting)
- Submitted Returning Student application (if needed)

**REINSTATEMENT ADVISER CHECKLIST:**

- Signed Academic Success Contract
- Submitted and attached all EARS Notes
- Attached UW Unofficial Transcript

**DEPARTMENTAL ADVISER CHECKLIST:**

- Approved and signed course plan
- Submitted EARS Notes

## REINSTATEMENT PETITION – Seattle Campus

Date \_\_\_\_\_

Name \_\_\_\_\_ Student number \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ UW E-mail \_\_\_\_\_@uw.edu

\_\_\_\_\_ Alternate Email \_\_\_\_\_

I am petitioning to be reinstated for: Qtr. & Year \_\_\_\_\_ Last attended University of Washington: Qtr. & Year \_\_\_\_\_

Any college(s) attended since drop \_\_\_\_\_ Dates \_\_\_\_\_

If you are an international student: Name and Email of ISS adviser \_\_\_\_\_

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

### **ACADEMIC SUCCESS CONTRACT**

- |   |   |
|---|---|
| <input type="checkbox"/> Take care of Incomplete removals, X grades, grade changes    | <input type="checkbox"/> Change living situation  |
| <input type="checkbox"/> Submit hardship withdrawal petitions                         | <input type="checkbox"/> Seek personal counseling at Student Counseling Center or Hall Health   |
| <input type="checkbox"/> Clear any outstanding financial obligations to the UW        | <input type="checkbox"/> Attend Study-Smarter workshops<br><i><a href="http://depts.washington.edu/scc/studyskills.html">http://depts.washington.edu/scc/studyskills.html</a></i> |
| <input type="checkbox"/> Revise class schedule  | ___ All ___ Memorization ___ Time Mgt. ___ Test Anxiety   |
| <input type="checkbox"/> Reduce course load to no more than _____ credits/courses     | ___ Taking Notes/Reading Texts ___ Test-Taking  |
| <input type="checkbox"/> Meet with departmental adviser and obtain signed course plan | <input type="checkbox"/> Change academic direction  |
| <input type="checkbox"/> Register for courses early in the registration period        | <input type="checkbox"/> Attend a Roadmap to Choosing Your Major workshop   |
| <input type="checkbox"/> Modify work schedule   | <input type="checkbox"/> Take MBTI and Strong Interest Inventory through the Counseling Center  |
| <input type="checkbox"/> Reduce extracurricular activities                            | <input type="checkbox"/> Submit a Returning Student Re-enrollment Application to the Registrar's Office by the deadline   |
| <input type="checkbox"/> Seek Academic Support (e.g. CLUE)                            | <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

\_\_\_\_\_  
reinstatement adviser signature and date

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This space is reserved for Dean's action

Reinstatement Granted  Denied  Deferred until: \_\_\_\_\_ Effective \_\_\_\_\_ Quarter, \_\_\_\_\_

In College of \_\_\_\_\_ Major \_\_\_\_\_

Date \_\_\_\_\_ Signature of Dean/Dean' designee \_\_\_\_\_

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