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 Engineering Academic Standards Committee. Please see the checklist of required materials with detailed explanations below. 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. You will then have a decision 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*</th>
<th>Absolute Deadlineb</th>
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<tbody>
<tr>
<td><strong>Spring 2016</strong></td>
<td>Tuesday, October 13, 2015</td>
<td>Tuesday, November 17, 2015</td>
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<tr>
<td><strong>Summer I, 2016</strong></td>
<td>Tuesday, March 1, 2016</td>
<td>Thursday, March 31, 2016</td>
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<td><strong>Summer II 2016:</strong></td>
<td>Tuesday, March 1, 2016</td>
<td>Tuesday, April 19, 2016</td>
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<td><strong>Fall 2016</strong></td>
<td>Tuesday, March 1, 2016</td>
<td>Wednesday, July 6, 2016</td>
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* Petitions will be acted upon 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, 2620 Howe Hall, Ames, IA 50011. Phone: 515-294-8355, probationengr@iastate.edu, Fax: 515-294-8993

** Student Checklist of Materials for Reinstatement:

- **Petition Letter** (typewritten letter)
- **Academic Standards Activity Report** (for each semester since dismissal from ISU)
- **Program of Study** (signed by you and your engineering department Academic Adviser)
- **Informational Academic Adviser Statement** (from your engineering Academic Adviser)
- **Unofficial Transfer Transcript** (if any classes taken at another school since leaving ISU)
- **Class Grade Progress Report** (if currently taking classes)
- **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 and submit directly to the Office of the Registrar)
- **Check Deadline**: all materials must be turned in *before the deadline*
Detailed Instructions for Reinstatement Materials:

Petition Letter—Students must submit a typewritten professional letter which uses appropriate English grammar standards for the petition request. The petition letter should include the following information in the order listed:

1. Student name
2. Engineering major wanted for reinstatement
3. Semester wanting to be reinstated
4. Description of activities while away from Iowa State University that demonstrate the ability to be responsible, follow through with assignments, and manage time effectively (eg. full-time job, transfer classes, etc)
5. Description of the reasons for previous unsatisfactory academic performance for each poor semester
6. Detailed plan of action to avoid or eliminate causes of poor academic performance for the future

Academic Standards Activity Report
1. List work, class, or other activities you have been involved in for each semester since your dismissal from ISU on the Academic Standards Activity Report form
2. List the activities with the most recent semester first
3. Include the form with your petition letter

Program of Study (POS)
1. The Program of Study form is online at [http://www.engineering.iastate.edu/student-services/academic-standards/](http://www.engineering.iastate.edu/student-services/academic-standards/) and also can be obtained from your engineering academic adviser.
2. Discuss with your academic adviser an appropriate schedule of classes for your first two semesters back at ISU (if you plan to take summer classes at ISU then you will complete 3 semester of classes on the POS form, including the summer semester).
3. A balanced schedule for Fall and Spring semesters would typically include no more than 12-13 credits with no more than 3 problem solving type engineering classes (summer semester typically would have no more than 1-2 classes total).
4. Courses already taken at ISU which are being repeated should be identified.
5. Classes being taken at another school at the same time you are taking classes at ISU should be listed with the school name beside the class.
6. Read and sign the “Student Agreement to Academic Restrictions” section noting the requirement that you must obtain a 2.0 semester GPA along with the restriction that you cannot make changes to your POS, or withdraw, drop, or take an incomplete in your classes.
7. Your academic adviser will sign this form, retain a copy, and give the original to you for submission with your petition letter.

Informational Academic Adviser Statement
1. Request a statement be sent to the Academic Standards Committee from your engineering academic adviser. If you do not currently know an academic adviser in the engineering major you wish to pursue, check with the engineering departmental office of your desired engineering major to determine adviser assignment.
2. The committee must receive an information statement from an academic adviser in the engineering major you plan to be reinstated into by the “receipt of reinstatement materials” deadline. Please do not wait until the last minute to contact the adviser.
3. The academic adviser will prepare a written statement detailing the student’s history regarding issues/situations that led to dismissal, plans discussed for avoiding these pitfalls and likelihood for success,
strategies for monitoring progress, and interactions with the student (the student’s preparation/effort, willingness to accept feedback, timeliness in accomplishing responsibilities, etc.). This statement may be sent by electronic mail or written memo.

**Unofficial Transfer Transcript**

1. If you have taken classes at another institution during the time you have been dismissed from ISU, you will need to submit an unofficial transfer transcript or student grade report showing grades in all classes taken.

2. **Submit this transcript/grade report with your petition letter.**

3. 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.

**Class Grade Progress Report**

1. If you are currently enrolled in classes, you must **submit an instructor progress report that lists the current grade** that you currently have in the class, based on attendance and assignments turned in to date, **for each one of your classes**.

2. Your instructors may submit an email report of your progress or provide their signature next to your grade so far in the class on paper. You may also submit an electronic mid-term grade report from the student system at the transfer institution to meet this requirement.

3. All class grade progress reports must be included as part of your petition. If you do not provide this information, your petition request will be tabled until the next committee meeting when you have provided it.

**Undergraduate Reentry Form**

1. All students are required to submit a reentry form if you have been absent from the University for 12 months or more.

2. **International students are required to submit an international reentry form after any absence** (other than summer session).

3. The reentry form can be found at http://www.registrar.iastate.edu/students/reentry/ug-reentry. Please include all pages and **submit this form directly to the Office of the Registrar**. Do not include this with your petition letter.

**University Policies for Reinstatement**

**Students can typically be reinstated only when at least one academic semester** has elapsed since academic dismissal. The summer session is not considered as an academic semester for this purpose.

- **A student who has been dismissed more than once typically 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.

- University Policies regarding reinstatement can be found in the online university catalog under “Reinstatement”.

Revised 10/13/15