

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. **Students are responsible for updating information submitted if there are changes.**

Deadlines

Entry Date	Early Review Deadline ^a	Absolute Deadline ^b
Spring 2018	Tuesday, Oct 3, 2017	Tuesday, November 17, 2017
Summer I, 2018	Tuesday, March 6, 2018	Tuesday March 27, 2018
Summer II 2018:	Tuesday, March 6, 2018	Tuesday, April 17, 2018
Fall 2018:	Tuesday, March 6, 2018	Thursday, July 5, 2018

^a 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, 1300 Marston Hall, 533 Morrill Road, Ames, IA 50011-2103. Phone: 515-294-8355, probationengr@iastate.edu.

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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 for the petition request that meets appropriate English grammar standards. 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
2. List the activities with the most recent semester first
3. You will need at least a 2.25 grade point average for all transfer courses taken since dismissal to be considered for reinstatement
4. **Sign the Activity Report form indicating the information you provided is accurate and submit it with your petition letter** (form found online at <http://www.engineering.iastate.edu/student-services/academic-standards/>)

Program of Study (POS)

1. The Program of Study form is online at <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. Classes already taken at ISU which are being repeated should be identified
5. Classes being taken at another school should be listed with the school name beside the class (including classes being taken at another school during the same semester you are taking ISU classes)
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 during your reinstatement period
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. A 2.25 GPA is required for all transfer courses taken while dismissed from ISU**
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”