

Procedures for Academic Reinstatement

<http://www.engineering.iastate.edu/student-services/academic-standards/>

Students who desire reinstatement to the College of Engineering after being 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 all written materials to make a determination regarding readiness to return to the rigors of the engineering curriculum. 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. It is recommended that you submit your petition for the early review deadline for the semester you plan to start. No petitions will be accepted after the Absolute Deadline. **Students are responsible for updating information submitted if there are changes.**

Deadlines

Reinstatement Entry Date	Early Review Deadline	Decision date for Early review	Absolute Deadline	Decision date for Absolute deadline
Spring 2020	Friday, Oct. 18, 2019	End of October	Fri., Nov. 22, 2019	1 st part of December
Summer I, 2020	Fri., March 13, 2020	End of March	Fri., March 13, 2020	End of March
Summer II, 2020	Fri., March 13, 2020	End of March	Fri., April 17, 2020	End of April
Fall 2020	Fri., April 17, 2020	End of April	Fri., July 10, 2020	1 st part of August

**It is advisable for international students to apply by the early review dates to allow enough time after the decision is made to process required Visa/I-20 paperwork to start classes on time. Starting classes late will not be allowed.

All materials should be addressed to: Engineering 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** (activities for each semester since dismissal)
- ___ **Program of Study** (signed by you and the 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 enrolled in classes without a final grade)
- ___ **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 by the 5pm deadline (allow enough time in advance of the due date to communicate with your adviser and make needed changes)

All College of Engineering petition materials can be found online at the following website

<http://www.engineering.iastate.edu/student-services/academic-standards/>.

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 and semester wanting to be reinstated
2. Engineering major wanted for reinstatement
3. Description of activities while away from Iowa State University that demonstrate evidence of fitness for the rigors of the academic curriculum
4. Description of the reasons for previous unsatisfactory academic performance for **each** poor semester
5. Detailed plan of action to remediate 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. If transfer classes were taken, you will need at least a 2.25 grade point average for **all** transfer classes taken since dismissal to be considered for reinstatement (all grades will be factored into the calculation, including classes that have been repeated)
4. Transfer GPA is not the only criteria used to determine readiness to return. The committee considers petition materials holistically to decide upon readiness. Positive indicators of readiness may be items such as number of problem solving classes taken, grade of “C” or better in classes taken, leadership responsibilities at place of employment, full-time employment, and other similar examples
5. **Sign the Activity Report form indicating the information you provided is accurate and submit it with your petition letter**

Program of Study (POS)

1. The Program of Study form indicates the classes you will register for during your first 2 semesters back at ISU
2. Discuss with your academic adviser an appropriate schedule of classes for these two semesters (if you plan to take summer classes at ISU then you will have 3 semesters of classes on the POS form, including summer)
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 problem solving engineering type class and 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 or dismissal will result
7. **Your engineering department academic adviser (for the degree you want reinstatement into) 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 Engineering Academic Standards Committee from your engineering academic adviser. **If you do not currently know an academic adviser in the engineering degree you wish to pursue, check with the engineering departmental office of your desired engineering curriculum to determine adviser assignment**
2. The committee must receive an information statement from an engineering academic adviser you have worked with by the “receipt of reinstatement materials” deadline. **Please do not wait until the last minute to contact an 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 classes taken while dismissed from ISU** (all grades will be factored into the calculation, including classes that have been repeated)
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 that do not have a final grade, you must **submit an instructor progress report that lists the current grade** that you 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 the written Class Progress Report form. You may also submit an electronic mid-term grade report from the student system at your 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 a 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

1. Reinstatement is not automatic. Students must submit a plan for academic success that identifies the causes of poor academic performance and demonstrates actions taken to avoid or eliminate these.
2. Students can only be reinstated after at least one academic semester has elapsed since dismissal (summer session does not count as a semester).
3. Students who have been dismissed from enrollment two or more times are not eligible for reinstatement until at least two academic semesters have elapsed since dismissal (summer session does not count as a semester).
4. Students who have been dismissed by one college and reinstated to another college cannot transfer back to the original college unless permission is granted by the Academic Standards Committee of the original college.
5. Students must submit a petition to the Academic Standards Committee of the college they wish to enroll in at least 45 days before the beginning of the semester.
6. Juniors and seniors with extenuating circumstances may request a waiver of their required semesters of absence. The petition for early reinstatement must be submitted to the college Academic Standards Committee no later than Thursday prior to the start of the term.

University Policies regarding reinstatement can be found in the online university catalog under “Reinstatement”
<http://catalog.iastate.edu/registration/#reinstatementrenewaltext>

Academic Standards Activity Report

Please complete the following table and include it with your reinstatement petition materials. For each term (Fall, Spring, Summer) since you have been dismissed from Iowa State University, indicate, in chronological order with most recent first, what activities you have done to demonstrate evidence of fitness for the rigors of the engineering academic curriculum.

If transfer courses were taken during dismissal status, students must have at least a 2.25 grade point average for **all** transfer courses taken while dismissed from ISU to be considered for reinstatement (all transfer grades will be factored into the calculation, including repeated courses and ones not counting towards the degree).

Example activity report provided below:

Semester	College Attended	All Courses Registered or Attempted	Final Grades	Activities/Company: Name, average hours per week participated
Fall14	DMACC	SpCm 212 Physics 2 Calc 3	In progress In progress Dropped	Nanny 20/week Volunteer math tutor 10/week
Sum14				Best Buy 35/week
Spr 14				Best Buy 18/week Lowe's 10/week
Fall 13	IA Western	Online Calc 2	A	Full time military
Sum13				Iowa DOT 40/week

Student Name _____ **University ID** _____

Semester	College Attended	All Courses Registered or Attempted	Final Grades	Activities/Company: Name, average hours per week participated

My signature confirms the courses listed are the only ones I have registered for (includes ones dropped, withdrawn, or not counting towards degree) since my dismissal from Iowa State University and the grades listed are accurate final grades earned. Courses without final grades are listed as “in progress”. All other activities and dates are correct. I understand I am responsible for updating information submitted if there are changes.

Student Signature _____ Date _____

Program of Study (POS)

Student Instructions: Fill out the information below. You will need to meet with your engineering academic adviser for the degree you are reinstating to for approval of the courses listed. **You and your academic adviser must both sign this form.** Include this form with your reinstatement petition.

Student's Name _____ University ID _____

Present Contact Information: Email: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Curriculum Degree: _____ # Designated Repeat Credits left: _____ # Drops left: _____
 # Credits left to graduate: _____ (only need to include if 40 credits or less are left)

- 1.) List **two** semesters of courses. If including **summer**, then list 3 semesters-Summer, Fall, & Spring. **No more than** 12-13 credits & 3 engineering type courses per semester (1-2 courses max for summer).
- 2.) Indicate term and number of credits for each course below (*put school name by course if taking it through another school during the term*). **Circle "R" if it is a class you have already taken at ISU.**

_____	_____	_____
R _____ Cr__	R _____ Cr__	R _____ Cr__
R _____ Cr__	R _____ Cr__	R _____ Cr__
R _____ Cr__	R _____ Cr__	R _____ Cr__
R _____ Cr__	R _____ Cr__	R _____ Cr__
R _____ Cr__	R _____ Cr__	R _____ Cr__
Total credits _____	Total credits _____	Total credits _____

Approved by (engineering department academic adviser who met with student for POS):

Adviser's Signature _____ **Date** _____

Degree Audit Information: _____
 (Adviser of Record) Print Adviser Name Adviser NetID

_____ _____ _____
 Reentry catalog and grad term Option/Emphasis Catalog YEAR Graduation Term

Student Agreement to Academic Restrictions

Please read the statements below, then sign and date it to acknowledge your agreement with the terms of this contract.

During my first semester back (or both **Summer and Fall for summer reinstatement**), I will be required to meet with my academic adviser at least twice during the first half of the semester. I will not be allowed to switch majors or colleges during this time.

I understand that I will be academically dismissed if I fail to earn at least a 2.00 semester GPA for the first term of my reinstatement program. **If I am reinstated in the summer, I will be required to have at least a 2.00 GPA during Summer session AND a 2.00 GPA for the Fall semester to avoid dismissal.**

Approval from the Engineering Academic Standards Committee is required before making changes to the courses on the POS, or withdrawing, dropping, or receiving an incomplete in your classes during your first term back (**Summer AND Fall for summer reinstatements**). Changes will **not** be granted without an extenuating circumstance. Unauthorized changes will result in academic dismissal from the university.

Student Signature: _____ Date: _____