

CLA&S REINSTATEMENT PETITION

KU COLLEGE OF LIBERAL ARTS AND SCIENCES
STUDENT ACADEMIC SERVICES, 109 STRONG HALL

NAME: _____ KUID: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP CODE: _____ PHONE: (____) _____

E-MAIL ADDRESS: _____ READMISSION TERM: _____

PLEASE NOTE: Reinstatement petitions are only for students that were recently dismissed and have documented extenuating circumstances beyond a student's control that they feel should be taken into consideration. **Petitions need to be submitted by the date indicated in your letter in order to have an answer prior to the first day of class.** We will accept reinstatement petitions until the first day of class but your chances of having an approved petition is diminished due to the late start you will have for that semester. If your classes have already been dropped then we cannot guarantee that you will be able to get your original schedule if your petition is approved.

STEP 1: MAKE PLANS TO MEET YOUR READMISSION REQUIREMENTS

Approval of reinstatement petitions is rare. The probation term is *your* chance to show that you can meet the academic rigors of KU. You should be taking steps to plan for the consequences of not being able to attend KU for at least one term.

STEP 2: GATHER DOCUMENTATION

Before you start writing your petition you should gather the documentation that will support your position. Documentation can include but is not limited to medical documentation, death notice and letter of support. A decision may be delayed if the committee requests clarification or further documentation. *If you have a documented learning disability you will need to show proof of registration with the Academic Achievement and Access Center (AAAC) or your plan to register.*

STEP 3: YOUR STATEMENT

Your typed petition must address the following points. For clarity, please reproduce these points as headings in your typed petition. Your statement should be no longer than two pages.

- Explain why you feel an exception should be made for you?
- What documented extreme or unusual circumstances should be taken into consideration that prevented you from doing well at KU, specifically during this semester?
- What steps do you plan on taking to improve your academics at KU if you were allowed to be readmitted or remain at KU? Please be specific.
- If approved, **you will need to earn at least a 2.50 KU term GPA** every semester until your KU cumulative GPA reaches or exceeds a 2.00. Please tell us the specific grades you plan on earning in the classes you are enrolled in or hope to enroll in.

STEP 4: SUBMIT THE PETITION AND DOCUMENTATION

Submit this form and your petition together with **all** relevant documentation to:

CLA&S Student Academic Services or Fax petition to 785-864-5806
RE: Reinstatement Petition *Call 785-864-3500 to confirm receipt of faxed petition*
109 Strong Hall
1450 Jayhawk Blvd.
Lawrence, KS 66045-7535

STEP 6: CHECK YOUR ACADEMIC NOTICE IN THE KYOU PORTAL FOR A DECISION

You will be contacted by Academic Notice when a decision has been made on your petition. Petitions are reviewed by a committee that will meet sporadically over the break and will have at least one meeting between the time students are notified of dismissal and the start of classes for the next term. If your classes have been dropped then upon approval you will be allowed to re-enroll in classes. We cannot guarantee that your previous schedule will be attainable.

STUDENT SIGNATURE: _____ DATE: _____