



## Petition for Reinstatement

The Petition for Reinstatement should be completed when a student who has been dismissed from the university is requesting to continue their education at the university.

This petition will be evaluated as an academic assignment. Presentation and clarity are important. When you are ready to turn in your petition, you should make an appointment with an academic advisor in the college of enrollment to which you are applying for reinstatement to review your request.

In addition to the answers to these questions, submit any relevant supporting documentation. Such materials might include evidence of earlier medical problems; evidence that earlier problems have now have been resolved or stabilized; transcripts demonstrating successful coursework at other academic institutions during your time away from Ohio State; or letters from employers attesting to an extended record of reliable responsibility.

Deadlines for reinstatement petitions are as follows:

Summer Term	March 1
Autumn Semester	June 1
Spring Semester	November 1

All materials must be submitted by the deadline. Incomplete petitions may not be reviewed.

Received Petition From: \_\_\_\_\_ on (date): \_\_\_\_\_

Name (list previous names if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ OSUID: \_\_\_\_\_ OSU Email: \_\_\_\_\_

Address for Decision: \_\_\_\_\_

Term/Year of Dismissal: \_\_\_\_\_ Hours Earned at Time of Dismissal: \_\_\_\_\_ Total Deficiency Points: \_\_\_\_\_

Term and Year for Which You are Seeking Reinstatement: \_\_\_\_\_

Previous Major/College of Enrollment: \_\_\_\_\_ Proposed Major: \_\_\_\_\_

Have you lived in Ohio for the preceding 12 months?  YES  NO

Are You self-supporting?  YES  NO

On separate pages, thoroughly answer the following questions. All answers must be typewritten.

1. What behaviors and circumstances led to your academic dismissal?
2. What have you been doing during the time since your dismissal? How have these experiences changed the way you are likely to approach the responsibilities involved in being a student?

3. What changes have you made and what steps have you taken to ensure that the factors causing your earlier difficulties will not continue to cause you difficulties if you are reinstated? What proof can you offer that you are now likely to succeed?
4. How have you arrived at your choice of major? What will you do to succeed in the program you have chosen?
5. If you are reinstated, what courses do you hope to take during your first semester back? List the courses and credit hours.
6. How much time do you plan to devote to attending classes and studying? Keep in mind the University's general rule for calculating the time needed for study – approximately two hours outside of class for every hour spent inside class to earn a grade of "C." Reinstated students should not, of course, be planning to aim for all "C" grades.
7. In addition to the time you will devote to academic responsibilities, how many hours a week do you plan to be employed? How will you balance these responsibilities with the demands of being a successful student?

*For Office Use Only:*

Granted

Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Academic Dismissal and Petitioning for Reinstatement

Ohio State admits students that are believed to be capable of completing a degree. Individual circumstances and actual performance, however, sometimes thwart expectation and impede progress toward a degree. A student is academically dismissed when, having been placed on academic probation or probation by special action in one semester, fails to improve or to meet the conditions for extending the probation in the next semester. More generally, a student is dismissed when the college in which they are enrolled has determined that it is not in the student's interest to continue at the University at this time. These decisions are made on a case-by-case basis, after careful review of the academic record.

As a consequence of dismissal, the student is dropped from all classes in which they may have been enrolled for the next semester and are prevented from returning to classes until the dismissal has been removed. A dismissal can only be lifted in one of two ways:

1. *A Cancellation of Dismissal.* A dismissal is cancelled when the reasons for which the student was dismissed have been removed. A change in grade, for example, may sufficiently alter the record that the student is no longer eligible for dismissal. Although this rarely happens, when it does, the dismissal can be cancelled. Students seeking a *Cancellation of Dismissal* should meet with an academic advisor in the college or school from which they were dismissed. A cancellation does not automatically put the student back into classes from which he or she was dropped.
2. *An approved Petition for Reinstatement.* Most dismissed students returned to the University after spending time away. Below, you will find detailed information about this petition process.

Students who have been academically dismissed are expected to spend a minimum of two semesters away from Ohio State. Those seeking to return to the University are also expected to demonstrate, before they will be reinstated, that they are ready to return and succeed as students. Reinstatement is not automatic; it is not something to which every dismissed student is entitled. Before you will be allowed to resume course work at the University, to attempt to repair a record already flawed by academic problems, you will need to show that you are ready to take advantage of what is likely to be your last chance to improve.

The *Petition for Reinstatement* is your opportunity to show that you have realistically assessed your situation and planned to return as a successful student. It should reflect your thoughtful use of your time away to consider why you did not succeed before; the adjustments you have made in view of your earlier difficulties; and how you have planned to succeed should you be approved to return. Those who will review your petition will expect to see evidence that you have thought about the following considerations:

- What behaviors, attitudes, and circumstances led to your earlier difficulties?
- What have you done in your time away? How have your earlier behaviors, attitudes, and circumstances altered? Any evidence you can provide to support your account will help to make your case.
- If you have attended another college or university, you should provide a transcript of the course work you have done there. An extended record of successful course work (grades of "A" and "B") will help to demonstrate you are ready to return; an average, below-average, or mixed record does not indicate you are likely to be able to work your way out of academic difficulty at Ohio State. If you have not established a successful academic record at another institution, what evidence can you provide of responsible and stable success during your time away?
- We expect you to have decided on a realistic choice of major before you petition for reinstatement. You should, in fact, petition for reinstatement directly with the unit offering the program you wish to pursue. As a rule, students will not be reinstated as "Undecided," in the hope of taking courses to raise their grade-point average to gain admission to programs for which they are not currently eligible.

At the time you pick up and/or turn in the petition form, you should schedule an appointment to discuss the petition with an academic advisor affiliated with the program you want to complete. The advisor will be able to assess accurately your chances for reinstatement, especially if the program you want requires a competitive grade-point average. We are interested in helping you to complete a degree for which you might reasonably qualify; if you are interested in a program for which you do not qualify at Ohio State, you will need to pursue that major at another university.