

SCHOLASTIC REINSTATEMENT PETITION

Academic Advising Center, OM 380, 360-650-3850

Email: advising@wwu.edu Web: <http://www.wwu.edu/advising/>

Name: _____
Last First Middle Former

Circle which quarter you are applying for (*August for guaranteed reinstatement only):
Fall (Apr or Jul or Aug*) Winter (Oct) Spring (Jan) Summer (Apr) YEAR 20 _____

WWU Student #: W _____ Social Security #: _____ - _____ - _____

Date of Birth: _____ / _____ / _____ Last Quarter at WWU: _____

Email Address: _____

Current Mailing Address and Telephone #:

Number and Street City State Zip Phone

Which classification applies to you?

____ First Bachelor's Degree:
____ Previous Major _____

____ Post-baccalaureate Study:

Teaching Certification _____
Secondary, Elementary, Special Education, including subject area

Second Bachelor's Degree _____
major

Graduate School prep _____
proposed program of study

Are you a Washington State resident? _____ Yes _____ No

Length of residence: from _____ to _____

Signature of Applicant _____ Date _____

Intended Major _____

PLEASE NOTE: List all educational institutions attended since high school on the reverse side in the box provided.
Please read instructions on reverse side and complete additional information.

FOR OFFICIAL USE ONLY

STATUS:
App Fee Req:
Name change:
Comments:

INSTRUCTIONS

Send your petition materials to:

**Academic Advising Center
Old Main 380, Mail Stop 9029
Western Washington University
Bellingham, WA 98225-9029**

Reinstatement Petition Deadlines (postmarks accepted):

Summer or Fall Quarter	April 6
Fall Quarter	July 6
Fall Quarter	Aug 30*

**(only for those attending summer school and petitioning for guaranteed reinstatement for fall quarter)*

Winter Quarter	October 6
Spring Quarter	January 6

Petitions are due by the deadlines listed above. Office hours: 8:00 a.m.-5:00 p.m (M-F) and closed on official state holidays.

It is highly recommended that all students make an appointment with an advisor prior to submission of application to discuss the process, personal statement content and options.

Two choices for petitioning for reinstatement (**A** or **B**) are available to you and are listed below. Please note: the Committee review process does NOT guarantee reinstatement. For both processes, the following are required to make a complete petition file:

1. Scholastic Reinstatement Petition
Complete and sign the petition form.
2. \$50 non-refundable fee (payable to WWU). Check or money order, no cash please.
3. Official transcripts since dismissal, other than WWU. Include a list of current coursework.
4. Letters of support are not required, but can be added to your petition file and may be submitted from faculty members from Western or your other institutions, and employers.
5. Personal statement (double space, 12 pt font and maximum 2 pages). Use the following guidelines:

- Clearly describe the primary factor/s that led to your dismissal.
- Explain what you've been doing since dismissal with emphasis on those things that have helped you strengthen your academic skills. Include what you have done to overcome factors that led to your dismissal.
- Provide a proposed plan of study upon re-enrollment. Include the courses you plan to take your first quarter back for major exploration or major requirements and state length of time anticipated to complete the program. Note factors that need to be addressed to declare or complete the major.

An incomplete file will not be reviewed. Late petitions will be held until the next deadline. Petitions which do not meet guaranteed reinstatement are subject to Committee review.

A. Guaranteed Reinstatement process:

1. Earn 3.3 *cumulative* GPA in all coursework since dismissal and
2. Complete 4 classes toward a bachelor's degree, and
3. Complete a minimum of 15 credits.

B. Committee Review Reinstatement process:

Petitions are reviewed by the Scholastic Standing Committee made up of WWU faculty. It is suggested that, when available, coursework apply toward your intended major.

Dismissed students may enroll in Summer Session or in correspondence courses without petitioning for reinstatement.

- Contact the Summer Session Office at (360) 650-3308 (<http://www.acadweb.wvu.edu/eesp/summer/index.shtml>) or Independent Learning at (360) 650-3650 (<http://www.extendedEd.wvu.edu/ilearn>) for information.
- Non-matriculated Student Registration Program classes are not open to students who have been dismissed from WWU for low scholarship.

All dismissed students applying for satellite programs must be reinstated before admission can be completed.

Intended Major

PLEASE PRINT: List **all** schools (in chronological order) you have attended since high school (including WWU).

<u>School</u>	<u>Dates of Attendance</u> (Include both quarter or semester and year attended)	<u>Degree and Date Earned</u>