**ADVICE FOR DISMISSED STUDENTS**

**PLANNING TO PETITION FOR SCHOLASTIC REINSTATEMENT**

The Scholastic Standing Committee considers clear evidence of the ability to succeed academically to be a critical factor when reviewing petitions for reinstatement. Before petitioning for reinstatement, students who have been academically dismissed and want to return to Western Washington University (WWU) are expected to do the following:

- Meet with an academic advisor to develop a plan for reinstatement.
- Take at least two quarters away from WWU.
- Enroll in transferable coursework at a community or technical college or four-year college/university.
- Earn above average grades in coursework.

***Four or more classes are required for Path One - Guaranteed Reinstatement***

***Two or more classes are recommended for Path Two – Committee Review Reinstatement***

Your performance in coursework taken after dismissal is a key factor in the committee’s evaluation of your readiness to return to WWU and succeed academically. Consider your time away from WWU as an opportunity to reflect on your academic work to date, assess your skills and interests and develop realistic, achievable goals. Greater self-awareness will help you prepare a strong personal statement and increase your chances of academic success when you resume your studies at WWU.

**Advising for Dismissed Students**

It is strongly recommended that all dismissed students planning to petition for reinstatement seek advising soon after dismissal. Advisors in the Academic Advising Center can explain the reinstatement process, help you consider your academic options and provide instruction on how to put together a strong petition. Departmental advisors can explain major declaration requirements and procedures or, if you are a declared major, help you map out a plan to successfully complete your degree when you return to WWU. If you have previously submitted a petition for reinstatement, you must meet with an advisor in the Academic Advising Center before petitioning again.

**NOTE:** If you have been away from WWU for five or more consecutive years, see Fresh Start information below.

**Academic Options for Dismissed Students**

As stated above, it is expected that you successfully complete some college level coursework before petitioning for reinstatement in order to demonstrate your ability to succeed academically. Options include:

- Transferable coursework at a community or technical college or four-year college/university.
- WWU coursework through Extended Education (summer session, online term based and/or self-paced courses) taken as a non-matriculated student. This option provides the opportunity to improve your WWU GPA prior to reinstatement. Learn more about Extended Education courses online at [https://ee.wwu.edu/](https://ee.wwu.edu/). Please note: Degree Program offerings at Western’s satellite locations are not available to academically dismissed students.

**What the Scholastic Standing Committee Looks for When Assessing Readiness for Reinstatement:**

- A well-written personal statement.
- Good grades in completed coursework taken since dismissal (Your petition must include transcripts).
- Coursework that will transfer toward General University Requirements or degree requirements at WWU.
- A clear and realistic plan of study (It is recommended that you work with an advisor to develop this).

**Fresh Start**

Under an option called Fresh Start, undergraduate students who have been away from WWU for five or more years’ (including summer classes and coursework through EESP) may be given permission to start a new cumulative grade point average. **Meet with an advisor first before enrolling in WWU coursework.** The Fresh Start deadline is the end of the first week of the quarter in which the student returns. Contact the Registrar’s Office for Fresh Start application information.
PETITIONING FOR REINSTATEMENT

Students who have been dismissed and want to return to Western Washington University (WWU) should plan on taking at least two quarters away. It is expected that dismissed students will enroll in classes at a community college or four year college/university and earn good grades to prove their ability to succeed academically. The reinstatement petition process is not designed to provide reinstatement immediately following dismissal.

PATHS TO REINSTATEMENT

<table>
<thead>
<tr>
<th><strong>Path One – Guaranteed Reinstatement</strong></th>
<th><strong>Path Two – Committee Review Reinstatement</strong></th>
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</thead>
<tbody>
<tr>
<td>Students qualify for guaranteed reinstatement if they meet <strong>ALL</strong> of the following requirements:</td>
<td>Students who do not meet the requirements for Guaranteed Reinstatement may submit petitions for review by the Scholastic Standing Committee. It is recommended students applying for Path Two have earned above average grades in at least 2 courses. (Students may opt to take this path in the first place.)</td>
</tr>
<tr>
<td>1. Complete a minimum of 4 classes at the 100 level or above all of which have to be graded (i.e., not pass/fail) and transferable to WWU, and</td>
<td></td>
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<tr>
<td>2. Complete a minimum of 15 credits, and</td>
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<tr>
<td>3. Earn a <strong>cumulative</strong> 3.3 GPA in all coursework taken since dismissal</td>
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PETITION DEADLINES

Petitions for **Path One - Guaranteed Reinstatement** are accepted on a rolling basis up to the Friday before classes begin (Thursday if Friday is a holiday). Students are strongly encouraged to meet with an advisor to discuss the best quarter for returning.

Petitions for **Path Two - Committee Review Reinstatement** are due on the following deadlines. Postmarks accepted. If the deadline falls on a weekend or holiday, petitions will be accepted the next business day until 5 p.m.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Quarter</th>
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</thead>
<tbody>
<tr>
<td>April 6 and July 6</td>
<td>October 6</td>
<td>January 6</td>
<td>April 6</td>
</tr>
</tbody>
</table>

THINGS TO CONSIDER WHEN PETITIONING

<table>
<thead>
<tr>
<th>What have you been doing since dismissal?</th>
<th>Is your plan of study realistic?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you earned good grades in coursework taken since dismissal?</td>
<td>If you weren’t a declared major before dismissal or you have decided you need to change your major, do you know what the requirements and procedures to declare the major you want to pursue when you return?</td>
</tr>
<tr>
<td>Have the courses you’ve taken met GUR requirements and/or prepared you for the major you wish to pursue at WWU?</td>
<td>If you’re a declared major, have you talked to a departmental advisor to map out a plan to complete the requirements for your degree?</td>
</tr>
<tr>
<td>Have you taken steps to develop stronger study skills?</td>
<td>What classes will you take your first quarter following reinstatement and how long will it take you to meet all the requirements for graduation?</td>
</tr>
<tr>
<td>Have you learned to manage your time more effectively?</td>
<td>If health problems were a cause for poor academic performance in the past, have those problems been overcome?</td>
</tr>
<tr>
<td>If in the past other commitments interfered with your studies, how will you ensure that this won’t happen again?</td>
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</table>
INSTRUCTIONS FOR PETITIONING FOR REINSTATEMENT

Before submitting your petition for reinstatement, have you done the following since dismissal? * Denotes required material for all students petitioning for reinstatement in order for a petition to be considered.

Meet with an Academic Advisor in the Academic Advising Center to review the petitioning process, and developed a plan for your time away as well as a plan of study. *(it is recommended that this happen soon after dismissal)*

Take the recommended at least two quarters away.

Complete transferable coursework and earn above average grades
Guaranteed - 4 or more classes required, Committee Review - 2 or more classes recommended

*Acquire official transcript(s) for all non-WWU coursework completed since dismissal and a list of coursework in progress if currently enrolled at another institution to be submitted with application.

*Complete and sign a Scholastic Reinstatement Petition form.

*Prepare a well-written and thought-out personal statement.

*Develop clear academic goals and a realistic plan of study.

*Submit a $60 non-refundable fee.
Pay online at http://www.wwu.edu/advising/reinstatement.shtml. Link is at the bottom of the web page.
OR Pay in person at the Student Business Office, OM 110, and submit receipt to Academic Advising, OM 380

Recommended for Path 2: Gather letters of support from faculty, employers, etc.

Decision Timing: Unless otherwise notified, an official decision letter will be sent to the email on your form:
Path 1: Within five business days of receiving your complete petition materials.
Path 2: By the end of the month of the petition deadline.

PERSONAL STATEMENT REQUIREMENTS

- Double-spaced, in 12 point font and free of spelling and grammatical errors. Maximum of two pages.
- Must provide the following:
  - A clear description of the factors that led to your dismissal
  - An explanation of what you have done to address those factors
  - Clearly defined academic goals and a realistic plan of study

Optional: Letters of support from faculty members, WWU staff or employers can be submitted for inclusion in your file. You can submit them with your other petition materials or have the writers send them directly to the Academic Advising Center.

Petition materials accepted in person or by mail to:
Academic Advising Center, Old Main 380, 516 High Street, Western Washington University, Bellingham, WA 98225-9029
OR email to:
Karen.Schreuder@wwu.edu
Academic Advising Center, a unit of
Academic and Career Development Services

PETITION FOR ACADEMIC REINSTATEMENT - COMMITTEE REVIEW

Name: __________________________________________

1. This is my first, second, third, fourth+ petition (circle one).
2. I have met with an Academic Advising Center advisor. yes no (circle one).
   If you have previously petitioned, you are required to meet with an advisor prior to submitting another petition. Call 360-650-3850 to schedule an appointment.
3. I am submitting a petition for the Committee Review Reinstatement Process

For which quarter are you applying? (check only one)
☐ Fall (April 6 or July 6) ☐ Winter (October 6) ☐ Spring (January 6) ☐ Summer (April 6) YEAR 20 ______

WWU Student #: W _______________ Date of Birth: ________/_______/19_______

Last Quarter/year at WWU: _______________ Email Address: __________________________

Current Mailing Address: ___________________________________________________________

Permanent Address: ________________________________________________________________

Which classification applies to you?
☐ First Bachelor’s Degree: Intended Major __________________________
☐ Continuing Post-baccalaureate: (you should have completed coursework at WWU since earning your bachelor degree). Select from options below:
☐ Teaching Certification Secondary, Elementary, Special Education, including subject area
☐ Second Bachelor’s Degree Major __________________________
☐ Graduate School prep Proposed program of study __________________________

☐ Yes ☐ No Are you a Washington State resident? Length of residence: from ______ to ________

Signature of Applicant ___________________________ Date ____________

Please print: List all schools in chronological order that you have attended after high school, including WWU.

School Dates of Attendance Degree/Date earned
________________________________________________________
________________________________________________________
________________________________________________________

PATH TWO
Student Deposit Form

Name: ___________________________________________________

Student # __________________________ Date: ________________

Fund: SSC DEPOSIT

1-FSSSA-G171 - MSRF

Fee: $60

Department Contact: Karen Schreuder, x3851

***Please show this to the cashier at the Student Business Office when you pay your fee and attach your receipt for submittal to the Academic Advising Center***

Please check the appropriate box showing how you submitted your fee:

☐ I submitted my fee online at: http://www.wwu.edu/advising/reinstatement.shtml
   (Scroll to the bottom of the web page for the link.)

☐ I paid my fee at the Student Business Office, OM 110, and submitted the receipt to Academic Advising, OM 380