



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

Undergraduate Student Services Petition for Reinstatement

Please complete this form and submit your statement, answering all the questions in their entirety. 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.

Deadlines for reinstatement petitions: **Autumn Semester, June 1; **Spring Semester**, October 1; **Summer Semester**, February 1

Date: _____

Student Name: _____ Student ID: _____

Email: _____ Phone #: (_____) _____ - _____

Current Mailing Address: _____

Previous Major: _____ Qu/Yr **OR** Semester/YR of Dismissal: _____

Proposed Major: _____

Semester/Yr for which you are seeking reinstatement: _____

Student Signature: _____ Date: _____

Office Use

Qu or Semester/Yr of Dismissal: _____

Cum GPA: _____ Cum Dismissal Hours: _____

Assistant Director Signature: _____ Date: _____

<input type="checkbox"/> Approved	Comments: _____ _____ _____
<input type="checkbox"/> Denied	

Please answer all questions carefully and thoroughly. This petition will be evaluated as an academic assignment: presentation and clarity are important. On separate page(s), please answer the following questions. Develop your answers clearly and completely.

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? If so, explain?
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 your 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. How much time do you plan to devote to attending classes and studying? Keep in mind that 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.
6. 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?

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

Academic Dismissal and Petitioning for Reinstatement

The Ohio State University admits students that we believe are capable of completing a degree. A student is academically dismissed when, having been placed on Academic Probation in one semester, and he or she 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 he or she is 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, you are dropped from all the classes in which you may have been enrolled for the next semester, and you 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 a 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 adviser in the college of 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 return 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 and answered the six questions stated above.

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 from which they are not currently eligible.