

Date: _____

Dear Advisor:

In making my decision regarding reinstatement appeals for students who have been dismissed and request reinstatement for the next consecutive semester, I would appreciate some information from the student's advisor. I believe this information will help me make a more reasonable judgment on such requests. Below are a couple of questions I would like you to answer and return to me (this is a self-addressed envelope). If you want to send e-mail or phone your response to me so that I can receive it more quickly, my e-mail address is aliwheat@ksu.edu and my phone number is 532-6904. However, if you phone me, I would like you also to return this form or send e-mail to me so that I have something written for the student's file. The information that you send to me will not be released to the student. Thank you for your help in making these decisions.

Alison Wheatley
Assistant Dean
College of Arts and Sciences
Calvin 107

Advisor's Name and Department _____

Name and ID # of student requesting this information _____

I have been assigned as this student's advisor since _____

1. Has this student met with you on a regular basis? (e.g., to discuss classes for enrollment, to discuss problems with particular classes, etc.)

2. Do you have any information that you believe might be helpful in making a reasonable decision regarding this student's appeal?