Reinstatement Application Instructions

This application is for students who have been dismissed and are seeking reinstatement into the College of Arts and Sciences. Below are instructions for students who have been away for at least 2 semesters, and for students seeking early reinstatement. If you have questions, please contact the A&S Deans’ Office, Student Services at 785-532-6904 or artsci@ksu.edu

How to apply if you have been away from K-State for at least two semesters (one academic year)

We are glad you are considering returning to K-State!

1. Make sure you have completed a re-application to K-State through Admissions. You may do this online through the Admissions website as a returning student. There will be no application fee.
2. Answer all the application questions on the following page thoroughly. Answers must be typed.
3. Submit transcripts from other institutions you attended while away, if applicable.

How to apply if you have been away from K-State for less than two semesters (early reinstatement)

It is University policy that students who have been dismissed “must wait at least two semesters before being considered for reinstatement” (K-State Catalog). This policy will be enforced unless there are very extreme circumstances.

You may want to consider attending classes at another institution. Community colleges within 20 miles of Manhattan include:

- Highland Community College, Wamego: http://highlandcc.edu/
- Cloud County Community College, Junction City: www.cloud.edu
- Barton Community College—online classes: www.bartonccc.edu/learningonline/

**Please understand that if you retake classes you failed at K-State, the grades will not be replaced, as they will when you retake them here. You will need to send transcripts from these institutions with your application for reinstatement, and your performance will be one factor in the reinstatement consideration. If you earn at least a 3.0 GPA on at least 12 hours, you may apply early.

If you believe you have verifiable, documented extenuating circumstances that warrant review by the Academic Standards Committee, you may begin the following steps. These steps do not guarantee reinstatement.

1. Answer all the application questions on the following page thoroughly. Answers must be typed.
2. Submit transcripts from other institutions you attended while away, if applicable.
3. If you have been away from K-State for at least one semester, make sure you have completed a re-application to K-State through admissions.
4. Provide documentation regarding the extreme circumstance that led to your dismissal.

International Students

If you have remained in the U.S. since being dismissed and have attended another institution, you must first contact International Admissions for additional reinstatement requirements. Contact 785-235-7277 or intladmit@ksu.edu for further details. If you are reinstated, please have all ELP, TB and International Admissions holds lifted before meeting with your advisor.
If your reinstatement application is approved

If you are reinstated, your dismissal status will be changed and you will be required to complete the following steps to finalize the reinstatement process:

1. Meet with your academic advisor to discuss plans to become a successful student and to select classes for next semester. Enroll in the classes you and your advisor chose. Ask for a list of recommended courses signed by your advisor to bring to your meeting with the Dean.
2. Meet with the director of the Academic Assistance Center, 101 Holton Hall (785-532-6492) to discuss free tutoring and other assistance that may be appropriate. Ask for a letter describing suggested assistance.
3. Visit with other offices or advisors that Dean Wheatley may require. Ask for appropriate letters.
4. Upon completing all of these meetings, schedule an appointment to meet with Dean Wheatley as soon as possible. You will need to bring your signed letters to this meeting.

If your reinstatement application is denied

You may still apply for reinstatement after 1 year following dismissal. You may attend another institution. If you earn at least a 3.0 GPA on 12 credit hours or more, you may reapply after that one semester.

Questions?

If you have any questions about how to apply for reinstatement, the application process, or the steps following reinstatement, please call the Deans’ Office, Student Services at 785-532-6904.
# Reinstatement Application

<table>
<thead>
<tr>
<th>Full Name ____________________________________</th>
<th>Date ____________________</th>
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<tbody>
<tr>
<td>Date of Birth____________________</td>
<td>WID______________________</td>
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<td>Email________________________________________</td>
<td>Local Phone#__________________</td>
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<td>Mailing Address ___________________________________________</td>
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<td>City, State, Zip ________________________________________________</td>
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<td>☐ International Student</td>
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<td>Last semester attended at K-State: ☐ Spring of 20__ ☐ Fall of 20__</td>
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<td>Major when dismissed _____________________________</td>
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<td>Requesting reinstatement for: ☐ Spring of 20__ ☐ Fall of 20__</td>
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<td>Major preferred if reinstated __________________________</td>
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## Part I – Short Answer (To be typed on separate paper)

1. Do you think you were prepared for college work following graduation from high school? Explain.
2. While you were attending K-State, were you employed or involved in activities? Include an estimate of how many hours a week you were working or participating in extra-curricular activities. In what ways did your work and activity schedule impact your academics?
3. If you are reinstated, do you plan on working? If so, how will you assure that your work schedule will not conflict with your classes and studies?
4. K-State has many resources available to students for a successful college career. What kind of resources would be most helpful to you? How will you seek out those resources?
5. List the courses you would like to take next semester. How do they fulfill major or basic requirements?

## Part II – Reflection Paper (1-2 pages, typed)

For the second portion of this application, please submit a one to two page reflection paper addressing the following questions:

1. What reasons, academic and/or non-academic, led to your dismissal?
2. What have you been doing with your time since leaving KSU?
3. What changes have you made in your personal life in response to your dismissal to assure your academic success? How will you maintain those changes upon returning?
4. What challenges do you anticipate upon your return to K-State?
5. Why do you want a college education? How do you want to use your education in the future? Why do you want to return to K-State for that education?