

Reinstatement Application

This application is for students who have been dismissed and are seeking reinstatement into the College of Arts & Sciences. NOTE: University policy states, “Normally a student must wait at least two terms [semesters] before being considered for reinstatement.” The College of Arts & Sciences Academic Standards Committee reviews all applications. However, without extenuating circumstances, the committee is unlikely to reinstate students early. Please submit all required materials including this completed form, to artsci@ksu.edu.

Candidate Information. Please fill out the following information.

Full Name _____ WID _____
 Email Address _____ Phone _____
 Mailing Address _____ City _____ State ____ Zip _____

Academic Record. Please complete the following regarding your curriculum and the term to which you are applying.

Major when dismissed: _____ Semester dismissed _____
 Semester requested reinstatement ____Fall ____Spring 20____
 Major if reinstated: _____

Proposed courses and anticipated grades for the semester in which you plan to return. You must seek assistance from an Academic Advisor in the program to which you are applying to complete this section.

Course Number or Title	Retake Y/N?	Credits	Estimated Grade

Anticipated Total Hours _____ Advisor Consulted Name & Email _____

Employment. List any employment you plan to hold during your return semester and approximately how many hours you plan to work per week. _____

Applicant Statement. Prepare a one- to two-page, typed statement of your reasons desiring a college education, factors that led to your dismissal during the term of dismissal and any other terms in which you struggled academically, and specific changes you have made which will result in your becoming a successful student if reinstated. Discuss any relevant activities or academic work that you have undertaken since your dismissal. Please include this statement with your application.

Transcripts. Please include a copy of unofficial transcript(s) for all college work undertaken since dismissal.

Transfer Institution(s) _____ GPA(s) _____

Note: Extenuating Circumstances. If you have any extenuating circumstance which contributed to your academic performance, a note or form MUST be provided from one of the following K-State offices: [Student Support and Accountability](#), [Counseling Services](#), [Student Access Center](#), [Lafene Health Center](#), or from any outside healthcare provider.

Submission & Deadline: Incomplete petitions or petitions received after the semester deadline will not be considered and students will be encouraged to apply for a future term.