

Reinstatement Worksheet

This worksheet is designed to help the student and advisor walk through the reinstatement process together and plan accordingly. Reinstatement is a process by which a student who has been academically dismissed may petition to be reinstated and have an opportunity to pursue their degree plan. It requires careful planning and attention to goals to be successful in a reinstatement. The goal of the Committee on Academic Standards is to ensure that the student is well-prepared to be successful in the semester of their return. Before meeting with an academic advisor, please review the College of Arts & Sciences' Reinstatement policies and procedures: [Reinstatements \(k-state.edu\)](https://www.k-state.edu/reinstatement).

I. Reasons for returning. Please review and respond to the following questions.

1. What are your reasons for wishing to be reinstated? Why have you selected the major you have selected? How does it tie into your personal and professional goals?
2. If you are seeking an early reinstatement due to extenuating circumstances, please outline those clearly and indicate which offices on campus you worked with to help document the circumstance.

II. GPA. To continue your studies and graduate from a program at Kansas State University, you must achieve certain GPA expectations. For the College of Arts & Sciences, the minimum expectation is a 2.0 cumulative K-State GPA, but it should be noted that some programs within Arts & Sciences have a higher GPA requirement. There are also several actions you can undertake to improve or repair your GPA. Discuss the following questions with an academic advisor.

1. What GPA is required for graduation in the major in which you are interested?
2. Do you qualify for academic forgiveness or academic fresh start?
3. Do you have any retakes remaining? Students have 5 retakes that they may use during their time at the university to repair GPA.
4. How many credits and at what grade level do you need to complete to be able to graduate? A GPA calculator will be helpful for this process (here are a few options: [Testudo: GPA Calculator \(umd.edu\)](https://www.testudo.com/gpa-calculator))
5. What goals do you plan to set in terms of your grades this semester? Are they realistic based on your academic history? What changes will you implement to achieve these goals?

III. Actions and Planning. This is perhaps one of the most crucial parts of a reinstatement application—making a change plan to prepare you for success. Answer the following questions.

1. What actions do you intend to undertake to effect a change in your academic journey?
2. What tangible modifications will you make to your schedule?
3. How will you modify your habits and/or behaviors in order to be better prepared for success?
4. Review university resources ([Academic Support | Academics | One Stop | Kansas State University \(k-state.edu\)](https://www.k-state.edu/academic-support)) AND [One Stop | Division of Student Life | Kansas State University \(k-state.edu\)](https://www.k-state.edu/one-stop/division-of-student-life)). Which ones will you take advantage of to help you succeed? How? Be specific.

IV. Prepare your [Reinstatement Application](#), including your detailed essay/letter (see application form).