

*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 Center at 785-532-6904 or at [artsci@ksu.edu](mailto: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: <https://www.k-state.edu/admissions/undergrad/manhattan/apply/additional-pathways/returning-readmitted/>. 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](http://www.cloud.edu)
- Barton Community College—online classes: [www.bartonccc.edu](http://www.bartonccc.edu)

*\*\*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: <https://www.k-state.edu/admissions/undergrad/manhattan/apply/additional-pathways/returning-readmitted/>.
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](mailto: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.

### **How to submit**

Applications must be typed. Please email your application with the typed Part I - Short Answer and the typed Part II - Reflection paper to the College of Arts and Sciences Deans' Office, Student Services Center, at [artsci@ksu.edu](mailto:artsci@ksu.edu).

Once your application is received, it is processed to the Academic Standards Committee for review. It may take up to 2-4 weeks to receive a response, and can take longer during the beginning and ending of semesters. You will receive a response via the email provided on this application.

### **Deadlines**

**Absolute Deadline:** to be considered for reinstatement, your application must be received no later than 2 weeks prior to the first day of classes. Applications received less than two weeks prior to class will be held for the following semester. **International students** returning after at least one semester away must submit application 4 weeks prior to the first day of classes, due to the additional steps required to complete readmission through International Admissions.

**Recommended Deadline:** For best availability of courses, we recommend you submit your application midway through the semester prior to your intended returning semester. October 1 for spring semesters; March 15 for fall semesters.

### **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 a representative from the Academic Achievement Center, 101 Holton Hall/Holtz Hall (785-532-6492), to discuss free tutoring and coaching and other assistance that may be appropriate. Ask for a letter describing suggested assistance.
3. Visit with other offices or advisors that our Assistant Dean of Students may require. Ask for appropriate letters.
4. Upon completing all of these meetings, schedule an appointment to meet with our Assistant Dean of Students 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 email or call the Deans' Office, Student Services Center at [artsci@ksu.edu](mailto:artsci@ksu.edu) or at 785-532-6904.



Full Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ WID \_\_\_\_\_

Email \_\_\_\_\_ Local Phone# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

International Student

Last semester attended at K-State:  Spring of 20\_\_  Fall of 20\_\_

Major when dismissed \_\_\_\_\_

Requesting reinstatement for:  Spring of 20\_\_  Fall of 20\_\_

Major preferred if reinstated \_\_\_\_\_

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?