

Reinstatement Worksheet

This worksheet is designed to be a tool for students and advisors to use as students prepare to write their applicant statement for a reinstatement application. The goal of the Academic Standards committee is to ensure that the student is well prepared to be successful in the semester of their return. Students should think through these prompts with an academic advisor to reflect on prior academic performance, identify specific goals, and create a plan for success.

1. Discuss previous time at K-State:

- a. When did a trend of poor academic performance begin?
- b. What factors led to poor academic performance?
 - i. Which factors were in your control?
 - ii. Which factors were not in your control?
*If you are seeking an early reinstatement due to extenuating circumstances, outline those clearly and follow the guidelines on documentation listed in the [application](#).
- c. Have you been reinstated before?
 - i. If YES: Why do you feel that your previous reinstatement was not successful?
 - ii. How will this reinstatement be different?

2. Reasons for returning:

- a. What are your reasons for wishing to be reinstated?
- b. Why have you selected the major you selected?
- c. How does your major tie into your personal and professional goals?

3. Actions and planning:

- a. What have you been doing while you've been away from K-State?
- b. If you are reinstated, how will you seek to make the outcome different this time around? In addition to changes in your own life and behaviors, consider university resources you may not have used before.
- c. Create a course schedule with your academic advisor:
 - i. Max of 12-13 credit hours.
 - ii. How many hours will you be working? Where will you be working?
 - iii. What is your current cumulative GPA, and what will it take for you to repair your GPA to the minimum required for your degree? (Use a GPA Calculator like [this one](#).)
 - iv. Students have 5 retakes that they may use to repair GPA – how many retakes do you have left?
 - v. Do you qualify for [academic forgiveness or academic fresh start](#)?