

Procedures for Academic Reinstatement

Students who desire reinstatement to the College of Design after having been dismissed must submit the Request for Reinstatement Form and a re-entry application if needed (for requirements see <http://www.registrar.iastate.edu/info/ugreentry.html>).

Please be aware that reinstatement is not automatic.

Deadlines for receipt of the reinstatement materials will be at 5 p.m. on the days listed below. No petitions will be acted upon if received after the **deadline**.

Entry Term	Deadline
Spring	December 1
Summer	April 1
Fall	July 1

All materials should be sent to: Student Affairs Council, 297 College of Design, 715 Bissell Road, Ames, IA 50011-1066 or e-mailed to mrasmuss@iastate.edu.

Student Checklist:

1. ____ Reinstatement form
2. ____ Transfer grades or **ask your instructors to email your current academic standing** for classes in which you are currently enrolled to Michelle Rasmussen at mrasmuss@iastate.edu.
3. ____ Check **deadline**: All materials must be presented ***before the deadline***
4. ____ Undergraduate **Re-entry form**: Required for all international students or any student not enrolled at ISU for 2 or more semesters prior to the semester in which you wish to return.

PETITION FOR ACADEMIC REINSTATEMENT

Name: _____ Date: _____

Current Address: _____ City: _____ State/Zip: _____

Student ID #: _____ Email: _____ Phone: _____

Term of reinstatement (semester/year): _____ Major you wish to enter: _____

Term of last dismissal: _____ From what college: _____

Since leaving Iowa State, have you attended another college? _____
 If yes, please complete the following:

Name of College/University	Location	Number of Credits	Term

List below transfer coursework you have **completed** since your dismissal:

Course	Credits	Grade	Course	Credits	Grade	Course	Credits	Grade

List below courses in which you are **currently enrolled** and expected grades.

Course	Credits	Grade	Course	Credits	Grade	Course	Credits	Grade

Note: You **must** ask your institution to **forward an official transcript** of all credits to the Admissions Office, 100 Enrollment Services Center, 2433 Union Drive, Iowa State University, Ames, IA, 50011-2042.

EDUCATIONAL CAREER GOALS

In this section, we would like to see evidence that you recognize what it will take to complete your program and whether or not this program fits your abilities and goals. Answer all questions as completely as possible.

1. Describe how your selected major fits your career goals.

2. Discuss the reasons for previous unsatisfactory academic performance and plan of action to remediate causes of poor academic performance for the future.

Provide the following:

- a) Number of credits remaining to complete your program: _____
 - b) Number of credits you plan to take each semester: _____
 - c) Attending summer school? _____
 - d) Do you plan to work while in school? ___ If yes, how many hrs/week? _____
 - e) Expected GPA in courses remaining: _____
 - f) Do you plan to repeat any courses? _____
Which ones (list) _____
 - g) Expected date of graduation? _____
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TO BE COMPLETED BY THE ACADEMIC ADVISOR:

Total Credits	Cum GPA	# Repeats Left	# Drops Left	Last Dismissed	Transfer Deficiency Pts

Academic Advisor Recommendation:

Please provide your recommendation to the Academic Standards Committee regarding this student's chances for success and reinstatement.

Advisor Signature: _____

Office Use Only

Request for petition: Approved Denied