

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

## ACADEMIC REINSTATEMENT PETITION — COLLEGE OF BUILT ENVIRONMENTS

Read the complete form and instructions and make a list of questions before meeting with an adviser.

Reinstatement is **NOT automatic upon request**. The Reinstatement Committee will base their decision on the planning, evidence, and self-examination presented by the student in their petition.

### STEP 1: SELF-REFLECTION

- The Committee will be looking for evidence that you have identified the causes that led to your academic difficulties. A petition which demonstrates a **careful assessment of problems** and lists **concrete changes in behavior** has a better chance of approval.
- Explore the major(s) that you are in or working towards, so that you can show an understanding of the issues specific to that pathway which will need to be changed or improved for you to be able to have a better chance of completing your degree.
- Reflect on whether this is the best time to return to the University. Some students are more successful academically after taking time to address and/or resolve issues like: health, work/life balance, finances, family issues, and maturity.
- Review UW's returning student policy and process, if relevant.

### STEP 2: FIND AN APPROPRIATE REINSTATEMENT ADVISER FOR YOUR SITUATION AND SET UP AN APPOINTMENT

- **If you are declared in a major in the College of Built Environments:** Contact your major adviser.
- **If you are a pre-major:** Contact your assigned adviser in UAA or OMA&D.
- **If you are a pre-major EOP/SSS/CAMP student:** Contact the Office of Minority Affairs & Diversity, 141 Mary Gates Hall, (206) 543-7132.
- **If you're a non-matriculated Student:** Contact Undergraduate Academic Affairs (UAA) Advising, 141 Mary Gates Hall, [advice@uw.edu](mailto:advice@uw.edu)
- **If you are a declared major in another UW College or Campus, do not use this petition. Contact your departmental advising office directly.**

*We strongly advise you to communicate with an adviser in your (intended) major as part of the process even if that person is not helping you with the reinstatement paperwork.*

### STEP 3: WHAT YOU SHOULD BE READY TO DO AT YOUR REINSTATEMENT ADVISING MEETING

- Discuss the process of reinstatement, what you are required to prepare, and what steps have to be taken.
- Determine if this is a reasonable time for returning, or if it is better to wait for a quarter or so before petitioning.
- Talk through your plans for the personal statement.
- Identify administrative or financial issues that may have to be addressed before you can be reinstated or re-enrolled (e.g. former quarter drop petition, financial aid, registration holds, visa issues, residency issues, etc. **See the section below.**)

### STEP 4: MAJOR AND COURSE-PLAN ADVISING WITH DEPARTMENTAL OR GENERAL ADVISER

This may involve meeting again with the same adviser or meeting with an additional adviser in your intended department. At this meeting:

- Develop a course plan for your primary interest major.
- If your intended major is capacity-constrained, develop a **realistic back-up course plan** for a non-capacity-constrained major.
- Get the approval signature of the adviser on your course plan or plans.
- Meet with the departmental advisers to assess if your plan and your intentions are reasonable for their major.

### STEP 5: PERSONAL STATEMENT

- Write the personal statement and discuss it with your adviser before final submission (**see next page for specific instructions**).

### STEP 6: SUBMIT APPLICATION

- Submit your completed petition to your reinstatement adviser.
- Your adviser will send the petition to the college's Reinstatement Committee.
- A complete petition will include:
  1. Petition form that has all areas answered.
  2. Printed personal statement that addresses all the prompts and questions.
  3. Course plan(s) realistic to your current situation. **This needs to be signed by an adviser.**
  4. Copy of all relevant transcript(s) from coursework taken elsewhere since you were dropped from the UW.

**TRANSCRIPTS:** Please include transcripts from any coursework taken elsewhere since you were dropped from the UW. If you are currently attending another college, submit a copy of your current class schedule. If you have classes currently in progress, then evidence of success in those courses (such as a note from an instructor) would be beneficial to the Committee making a decision.

## REINSTATEMENT PERSONAL STATEMENT GUIDELINES

### **PERSONAL STATEMENT:**

Submit a separate, printed statement in **750 words or less** (don't forget to put your name and student ID number on the petition). Your statement should include answers to **EACH** of the following questions.

1. Identify the barriers to your academic success. Be specific.
2. What are the behaviors and circumstances that you have already changed or that you plan to change so that your academic success improves? Be specific. For example, "trying harder" is NOT a behavior change.
3. What are at least three or more things you can do that will specifically improve your course work and/or study habits?
4. Discuss the course of study you would like to take in a College of Built Environments major when you return to the UW, and why this is your choice. This is about your interests in a major that will provide you with a reasonable chance of admission and allow successful degree completion.
  - a. Your ability to show a carefully considered interest in the academic subject is more important than your career intentions.
  - b. If you are interested in a capacity-constrained major, you must also outline your goals for a back-up major.
  - c. If you are already in a major, focus on a reasonable plan that you can successfully complete given your specific circumstances and explain how your plan serves your academic interests.
5. If you have petitioned (*or will be petitioning*) for a Former Quarter Drop, please say so in the petition along with the quarters and classes for which you are requesting an adjustment.

### **WHAT THE REINSTATEMENT COMMITTEE DOES AFTER YOU TURN IN YOUR REINSTATEMENT PETITION:**

The Reinstatement Committee is tasked with considering whether or not the petitioning student is able, prepared, motivated, and academically capable of completing their studies in one of the majors in the College of Built Environments. The committee also deliberates to create a road map to assist the student for success upon returning or to assist in their preparation to reapply from a stronger position if their petition is denied.

If a petition is denied, the Committee often asks the student to take one or more quarters at another institution (such as a community college), to show academic success at that institution before being allowed to reapply for reinstatement at UW. The Committee may also ask a student to look for a more reasonable course plan or to find a major that is more accessible for the student to pursue. Therefore, evidence of a student meeting with and planning their studies with the help of an adviser is one of the best ways to improve the chance of a successful petition.

Your statement and any documentation you provide will be available *only* to the Reinstatement Committee and will be kept confidential but will remain on file.

### **ADMINISTRATIVE AND FINANCIAL ISSUES THAT MAY AFFECT YOUR RE-ENROLLMENT AND YOUR REINSTATEMENT:**

Being successfully reinstated to the University may be only one part of the processes you need to complete to be able to re-enroll and register for classes. The following are some of the related issues that may pertain to your specific situation. Please discuss these with your adviser(s).

- Complete the Returning Student Reenrollment Process, if applicable.
- Send official transcripts from all other institutions attended since you were last here.
- Take care of Incomplete removals, X grades, and grade changes.
- Work with the Financial Aid Office to ensure appropriate funding upon return.
- Clear outstanding financial obligations to UW.
- Submit Former Quarter Drop Petition, if relevant.
- Update your address and contact information with the Office of the University Registrar.
- Talk with your ISS Counselor at UW and clarify any visa issues.

### **IMPORTANT CONSIDERATIONS IF YOU ARE REINSTATED:**

- If you are reinstated, you must earn a quarterly Grade Point Average of at least 2.00 in each quarter until your overall cumulative UW GPA is above 2.00. You will remain on academic probation for each quarter that your UW cumulative GPA stays below 2.00.
- Be strategic about looking for a schedule that will give you the best chance of meeting these grade minimums. Getting back to good academic standing is more important than trying to overload your schedule.
- Failure to maintain the 2.00 quarterly GPA will result in being dropped again.

**UNIVERSITY OF WASHINGTON – SEATTLE CAMPUS  
ACADEMIC REINSTATEMENT PETITION — COLLEGE OF BUILT ENVIRONMENTS**

Date: \_\_\_\_\_

Name \_\_\_\_\_

Student number \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

UW E-mail \_\_\_\_\_@uw.edu

Alternate Email \_\_\_\_\_@\_\_\_\_\_

I have been away for more than 2 quarters and submitted a returning student application Yes  No

I am petitioning to be reinstated for: Quarter \_\_\_\_\_ Year \_\_\_\_\_

I last attended the UW: Quarter \_\_\_\_\_ Year \_\_\_\_\_

Names of college(s) attended since drop: \_\_\_\_\_

Dates attending these colleges: \_\_\_\_\_

If you are an international student, what is the Name and Email of your ISS adviser at UW?

Name: \_\_\_\_\_ Email: \_\_\_\_\_@uw.edu

**In meeting with my adviser, I have discussed my course plan, my personal statement, and my plan to correct behaviors that have damaged my academic success. I understand that failure to follow adviser recommendations and the recommendations of the Reinstatement Committee may mean that any future petitions for reinstatement may be denied.**

\_\_\_\_\_  
Student signature and date

\_\_\_\_\_  
Reinstatement adviser signature and date

\_\_\_\_\_  
Reinstatement adviser printed name

**DEADLINES**

You can turn a petition in at any time, but due to administrative and registration deadlines for each quarter, there are limits for the last possible time to have your reinstatement considered for each academic term.

Deadlines for Returning Student Applications are much earlier than Reinstatement, please check those submission deadlines.

For Autumn Quarter, reinstatement petitions must be submitted by **10AM on the Weds prior to the quarter starting.**

For Winter, Spring or Summer, reinstatement petitions must be submitted no later than **10AM on the 2<sup>nd</sup> day of the quarter.**

**EARLY SUBMISSION IS HIGHLY ENCOURAGED. Students will be notified of Committee decisions within one week of the Committee meeting. Results will be sent to your official UW email account. Check with your adviser if you have questions.**

This space is reserved for Dean's action

Reinstatement Granted  Denied  Deferred until: \_\_\_\_\_ Effective \_\_\_\_\_ Quarter \_\_\_\_\_

In College of \_\_\_\_\_ Major \_\_\_\_\_

Date \_\_\_\_\_ Signature of Dean/Dean's designee \_\_\_\_\_

Return approved petition to Office of the Registrar, Box 355850, fax 206-221-4423

## ACADEMIC COURSE PLAN FOR THE NEXT YEAR

Having a **realistic and achievable course plan** for the near future, **based on your current academic situation**, is very important.

- Meet with departmental advisers in your intended or current department to craft this plan and get their agreement.
- Students not in majors may meet with a general adviser to develop a course plan but are still strongly advised to meet with departmental to assess major feasibility.

**\*\* Note to adviser: Please add your comments in EARS regarding the student's potential to succeed in their plan. Alternatively, you can send this in a separate letter attached with the petition or have it sent directly to the Committee members.**

<b>INTENDED or DECLARED MAJOR:</b>							
1. Quarter____ Year____		2. Quarter____ Year____		3. Quarter____ Year____		4. Quarter____ Year____	
Course	Credit	Course	Credit	Course	Credit	Courses	Credit
<b>Adviser Name:</b>				<b>Adviser Signature:</b>			
<b>Additional adviser comments about this course plan?</b>							

<b>BACK-UP MAJOR (if not already declared):</b>							
1. Quarter____ Year____		2. Quarter____ Year____		3. Quarter____ Year____		4. Quarter____ Year____	
Course	Credit	Course	Credit	Course	Credit	Courses	Credit
<b>Adviser Name:</b>				<b>Adviser Signature:</b>			
<b>Additional adviser comments about this course plan?</b>							