

## **College of Engineering (CoE)**

### **Reinstatement Petition Instructions for Students on CoE Academic Suspension**

Suspension from the College of Engineering (CoE) is a serious academic matter. Students who are suspended from the CoE will remain Oregon State University students; however, they will be **removed from their CoE major** and will **not be allowed to take courses restricted to CoE students**.

Suspended students who would like to be reinstated to the CoE have three options, which are summarized below.

1. Spend three or more consecutive terms not enrolled in any majors or minors offered through the College of Engineering. *Reinstatement to CoE Good Standing.*
2. Request an exception due to being within two terms of graduation. *Reinstatement to CoE Probation. Please note, this exception will only be approved once.*
3. Submit a CoE Reinstatement Petition to request an exception due to extenuating circumstances. *If approved for reinstatement, student will be placed back on CoE Probation.*

Students who choose to submit a CoE Reinstatement Petition (Option #3) must provide the REQUIRED items listed below and follow the STEPS outlined below.

#### REQUIRED Items

- ☐ Support from an advisor *in their chosen reinstatement CoE major*
- ☐ Completed CoE Reinstatement Petition
- ☐ Personal statement outlining the circumstances that led to their poor academic performance and what they have done to remedy the situation.

#### STEPS

1. Student meets with advisor *in their chosen reinstatement CoE major* and finds out if advisor will support their reinstatement.
2. Student completes CoE Reinstatement Petition and submits it to advisor supporting the petition.
3. Advisor completes their portion of the petition and forwards it to their School's Undergraduate Head Advisor
4. School Undergraduate Head Advisor will:
  - a. Notify student if they need to meet with the CoE Reinstatement Committee and will schedule that meeting if it is needed.
  - b. Complete their portion of the petition and forward it to the CoE Reinstatement Committee
5. If a meeting is required, student will meet with the CoE Reinstatement Committee.
6. The decision reached by the CoE Reinstatement Committee (e.g., approval or denial of reinstatement) will be emailed to the student's oregonstate.edu email account.

## College of Engineering (CoE) Reinstatement Petition

Name: \_\_\_\_\_ OSU ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested Major for Reinstatement: \_\_\_\_\_

Requested Term for Reinstatement: ☐ Summer ☐ Fall ☐ Winter ☐ Spring 20\_\_\_\_\_

☐ Please check this box if are registered, or plan on registering, for summer classes

Check ONE Reason for Reinstatement:

I have been absent from the CoE for 3 or more consecutive terms. *No personal statement required.*

I am graduating within the next two terms (*this exception will only be approved once*). *No personal statement required.*

I am requesting reinstatement due to an extenuating circumstance.<sup>1</sup> *Personal statement required.*

### REQUIRED Items Needed for Petition

- ☐ Support from an advisor in your chosen CoE major
- ☐ Completed CoE Reinstatement Petition
- ☐ Written personal statement outlining the circumstances that led to your poor academic performance AND what you have done to remedy the situation. (**Attach as separate document**)

<sup>1</sup> The Committee recognizes that there may be cases which require review and merit exception. Exceptions are imaginable where the term(s) of poor performance are somewhat isolated, and clearly linked to an extraordinary occurrence (such as a health problem) that has been ameliorated, or to unusually challenging circumstances whose impact on the student has been substantially relieved. It must be made clear, however, that exceptions will be granted only rarely. To warrant exception, the academic record and reinstatement petition should contain:

- evidence that, in the absence of the problem asserted by the student as responsible for the poor performance, the student can succeed;
- a record of at least one term in which the student performed successfully in courses that contribute to progress toward a degree;
- a clear plan of action, endorsed by the student's CoE advisor, which includes a program of contact with recognized academic support staff;
- advocacy, and not mere "approval," by the student's CoE advisor. (*Note: Students also may submit evidence of support from representatives of recognized University support services in addition to, but not in lieu of, support from departmental and college advisors.*)

Future Term Enrollment (With Advisor Approval – 16 credit Maximum per Term)

Term:		Term:	
Course	Credits	Course	Credits

Identified Academic Success Resources

If this petition is approved, I understand that I will be reinstated to the major requested on this petition. I also understand that my academic standing with CoE might be changed to Academic Probation and that I will be responsible for meeting the academic requirements that come with it. By signing below, I certify that I have read this petition and understand the guidelines and my responsibilities. Type your name on the signature line in lieu of your signature.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Be Completed By Academic Advisor Supporting Reinstatement in Reinstated Major	
Overall OSU GPA:	Overall OSU Completion %:
Student on Track to Graduate within 2 Terms? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Advisor Name:	Date:
Advisor Signature:	

To Be Completed by School Head Advisor	
School Head Advisor Signature:	Date:
Recommend Student Meet with Committee:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Sent Link to Schedule Meeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No

To Be Completed By CoE Reinstatement Committee		
Reinstatement Request Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:
If approved:		
CoE Major:		
CoE Academic Standing:		
Comments:		

**Personal statement (*please keep to one page*)**

Part 1: What were the circumstances that led to your poor academic performance and eventual suspension for the CoE? (*Please note: It is not necessary to go into detail about highly personal events/medical conditions/etc. that you would not feel comfortable discussing with strangers. Instead, you can discuss these circumstances in more general terms.*)

Part 2: How have your circumstances been remedied? What resources are you using to support your academic performance? Why do you expect things to be better in upcoming terms?