

College of Engineering (CoE)  
Reinstatement Petition for Students on CoE Academic Suspension

Overall student success is defined by more than a GPA or percentage completion of courses in a given term; however, these are important indicators of students' progress through their academic programs.

Students who are academically suspended and would like to be reinstated to the College of Engineering have the following options to return:

- 1- Three or more consecutive terms not enrolled in any majors, minors, certificates or micro-credentials offered through the College of Engineering.
- 2- Request an exception due to being within two terms of graduation.
- 3- Request reinstatement due to extenuating circumstances.

Steps for Reinstatement:

- ✓ Meet with an advisor to discuss your CoE Academic status.
- ✓ Work with the advisor to complete the CoE Reinstatement petition.
- ✓ Submit your reinstatement petition by the deadline for advisor review.
- ✓ The advisor will complete their portion and submit the petition to the Head Advisor.
- ✓ The Head Advisor will present the petition to the committee for review and decision.
- ✓ CoE Reinstatement Committee results will be emailed following the committee meeting.

Please know that anything you submit is considered confidential and will not go beyond your advisor and the CoE Reinstatement Committee.

## College of Engineering (CoE) Reinstatement Petition

Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Current Major: \_\_\_\_\_  
Reinstatement Major: \_\_\_\_\_

OSU ID#: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Term Suspended from CoE: \_\_\_\_\_  
Current OSU Academic Standing: \_\_\_\_\_

Reinstatement **term** being requested:  Fall,  Winter,  Spring,  Summer : Year 20\_\_\_\_\_

Check your **main** reason for reinstatement:

- I have been absent from the CoE for 3 or more consecutive terms.
- I am graduating within the next two terms. *Can only be used once.*
- I am requesting reinstatement due to an extenuating circumstance.

To be considered a complete petition, you will need to do the following:

- Meet with an advisor in your chosen CoE major who is supportive of your petition.
- Submit a personal statement outlining what circumstances led to your suspension and steps being taken to increase your academic success.
- Discuss future courses with your supporting advisor
- Create a two-term course plan showing future course selections.
- Submit your petition to the academic advisor supporting your petition.

I acknowledge that if this petition is approved, I will be reinstated to the major requested. I also understand that my academic status with CoE might be changed to probation and that I will be responsible for meeting the academic requirements outlined by the College.

*By submitting this petition, I certify that I have read this petition and understand the guidelines and my responsibilities.*

### **Personal Statement.**

Please share with the committee the circumstances that led to your CoE academic suspension, the actions you will take to ensure your future academic success, and/or how any interfering circumstances have been resolved. Please include any resources you are utilizing to support your academic performance.

Note: It is not necessary to go into extensive details 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.

### Future Course Selections

Do you have access to MyDegrees?

YES - If you **have access to MyDegrees**,

- Create a Reinstatement Plan in your MyDegrees Planner
- List **at least two terms** of future courses approved by your supporting advisor.
- Supporting advisor will lock your Reinstatement Plan if they approve courses. *Petition will not be processed if the supporting advisor does not approve your courses.*

NO - If you **do not have access to MyDegrees**,

- Use the table below to list two terms of future courses approved by your supporting advisor.
- Supporting advisor will forward your petition if they approve the courses. *Petition will not be processed if the supporting advisor does not approve your courses.*

Term:		Term:	
Course:	Credits	Course:	Credits

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

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