

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

Suspension from the College of Engineering is a serious academic matter. Consequently, students who are academic suspended from the College of Engineering are removed from the College and are not allowed to take courses restricted to College of Engineering students. Students interested in returning to the College of Engineering may do so by submitting a College of Engineering Reinstatement Petition.

The CoE Reinstatement Petition provides students with three options for returning to the College of Engineering following an academic suspension. These options are summarized below.

1. Spend three or more consecutive terms not enrolled in any majors or minors offered through the College of Engineering.
2. Request an exception due to being within two terms of graduation (*this exception will only be approved once*)
3. Request an exception due to significant extenuating circumstances

To petition for reinstatement, a suspended student must provide the **REQUIRED** items listed below and follow the **STEPS** outline below. Students will need support from an academic advisor in their **chosen reinstatement major**. Students must meet with an advisor and get support **BEFORE** submitting their petition.

REQUIRED Items

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

STEPS

1. Meet with an advisor in the CoE major in which you are requesting reinstatement
2. Find out if the advisor will support your reinstatement.
3. Submit a CoE Reinstatement Petition with supporting documentation to the advisor supporting the petition.
4. The advisor will complete their portion of the petition and forward the petition to the School's Undergraduate Head Advisor
5. The School's Undergraduate Head Advisor will:
 - a. Notify the student if they need to meet with the CoE Reinstatement Committee
 - b. If meeting required, the School Head Advisor will email the student the information needed to schedule their meeting with the committee
 - c. School Head Advisor will complete their portion of the petition and forward the petition to the CoE Reinstatement Committee
6. If meeting required, meet with the CoE Reinstatement Committee
7. Your reinstatement petition decision will be emailed to your 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_____

Check ONE Reason for Reinstatement.

- I have been absent from CoE for 3 or more consecutive terms
- I am graduating within the next two terms (*this exception will only be approved once*)
- I am requesting reinstatement due to an extenuating circumstance.¹
Your personal statement must specifically address the **significant and extraordinary circumstances** that led to your poor performance and how the circumstances have been remedied.

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**)

¹ The Committee recognizes that there may be cases which require review and merit exception. Exceptions are imaginable where the term or terms 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 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 advisor, which includes a program of contact with recognized academic support staff;
- advocacy, and not mere "approval," by an advisor is a crucial necessary condition for an exception. Students also may submit evidence of support from other 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:		