

COLLEGE OF BUSINESS REINSTATEMENT POLICIES

A student dismissed for the first time may not be reinstated until at least one academic semester has elapsed (the Summer Session is not a semester for the purpose of being out of school one term). A student dismissed more than once may not be reinstated until at least two academic semesters have elapsed.

A petition for reinstatement must be submitted to the Academic Standards Committee of the college in which enrollment is desired at least 45 days before the beginning of the semester. (See Dates Below)

| Entry Date | Deadline |
|-------------|---------------------------|
| Fall 2017 | Friday, July 7, 2017 |
| Spring 2018 | Friday, November 24, 2017 |
| Summer 2018 | Friday, March 31, 2018 |
| Fall 2018 | Friday, July 6, 2018 |
| Spring 2019 | Friday, November 30, 2018 |
| Summer 2019 | Friday, April 5, 2019 |
| Fall 2019 | Friday, July 5, 2019 |

The request for reinstatement may be in any college at Iowa State. Transferring the petition to another college after the deadline, when denied reinstatement in one college, is not considered within the deadline.

Reinstatement **is not automatic**. The reinstatement petition should be carefully planned and detailed. If you have questions about the format of the letter or contents, please call the Undergraduate Programs Office at 515-294-8431.

Reinstatement petitions should include the following:

- 1) Your name, address, phone number, university ID number and email address.
- 2) The semester you wish to return and the major you are requesting.
- 3) Why do you wish to return to the College of Business?
- 4) Please note the reasons for your previous academic record and how you have eliminated those past problems or are dealing with those issues. (Include signed statements by physicians or counselors if physical or emotional health problems are involved to explain your prior lack of satisfactory academic progress) These statements will remain confidential.
- 5) If you have been dismissed more than once, you must PRESENT A THOROUGH EXPLANATION for your failure to fulfill the conditions of your previous Reinstatement Agreement.
- 6)
 - a. A list of employment since being dismissed from ISU and supervisor's names and telephone numbers.
 - b. A list of college/university attendance since being dismissed from ISU; Include dates of attendance and course titles. (Please be sure to send your transcript to Iowa State)
 - c. If you are currently in classes at another institution, have your instructors note your current academic standing in your enrolled courses and email to poswald@iastate.edu.
- 7) Please include classes you wish to take your first semester back. If you are able to open Access Plus, you may run a degree audit to review coursework. You and your College of Business adviser will work together to choose the correct courses for you.
- 8) At the end of the petition, please acknowledge that you understand that reinstatement places you in academic reinstatement standing during the first term and prohibits transfer to another college at Iowa State University during that term. This standing makes you subject to the academic probation regulations stated in the present Catalog.
- 9) If you have been out of school for one year or longer, you must complete a reentry application. This application can be obtained on-line or from the Registrar's Office.
- 10) The letter and supporting documents requesting reinstatement may be sent or emailed to: poswald@iastate.edu.

**Academic Standards Committee, College of Business
1200 Gerdin Business Building
2167 Union Drive
Iowa State University, Ames, IA 50011-2027**

PLEASE CONSULT THE PRESENT ISU CATALOG FOR COMPLETE INFORMATION REGARDING ACADEMIC STANDARDS POLICIES AND PROCEDURES. Further assistance, if needed, may be obtained from the Union Pacific Undergraduate Programs Office, (515) 294-8431 or email poswald@iastate.edu.

July 10, 2017