

PETITION FOR REINSTATEMENT

THE OHIO STATE UNIVERSITY - COLLEGE OF ENGINEERING

The Ohio State University and the College of Engineering admit students who are viewed as capable of completing a degree. Individual circumstances and actual performance, however, sometimes fail to meet expectations and impede progress toward a degree. Regular academic reviews are conducted at the departmental, college, and university levels to monitor each student's academic performance. If a student's performance in coursework repeatedly registers at a level where continuation in the program is contrary to the best interests of the student's academic future, the student is placed on the appropriate probationary program(s), as determined by the department, college, and university (e.g. Academic Probation, Special Action Probation). Should that student fail to meet their probationary terms, they can be dismissed from their department, college, and/or the university. These decisions are made on a case-by-case basis after careful review of the student's academic record.

There are three tiers of dismissal:

Departmental Dismissal: The student has not met the terms of Special Action Probation for their current major or pre-major program and has been dismissed from the department, effective the following term. A student who has been departmentally dismissed, but not college or academically dismissed, is eligible to remain in the College of Engineering. However, in order to return to their previous department, the student must complete a Petition of Reinstatement and be approved by that department.

College Dismissal: The student has been dismissed both from their current major or pre-major program AND the College of Engineering, effective the following term. A student who has been college dismissed may remain at The Ohio State University. However, the student must complete a Petition of Reinstatement to their major or pre-major of interest if the student desires to return to a program in the College of Engineering.

Academic Dismissal: The student has been dismissed from the university. A student may submit a petition for reinstatement during a future term. The student should submit their petition to the program they wish to pursue if allowed to return. In general, departments in the College of Engineering recommend students wait to submit a petition for reinstatement until at least two academic terms have passed. Since reinstatements are made on an individual basis, students should consult with an advisor in their intended program of reinstatement to learn about the reinstatement process and expectations for that program.

PURPOSE OF PETITION FOR REINSTATEMENT

The Petition for Reinstatement is a means of demonstrating that the student has realistically assessed their situation and made plans to return to the program as a successful student. It should feature thoughtful reflection on the reasons the student did not initially succeed, the adjustments the student has made, and the academic strategy the student will employ if reinstated. Reinstatement is not automatic and not every dismissed student is entitled to be reinstated. A student must show clear indicators of preparation in order to be granted that opportunity.

The student petitioning for reinstatement should submit the Petition directly to the unit offering the program the student wishes to pursue. Within the College of Engineering, a student will not be reinstated into the "Re-Exploring" program. An appointment with the academic advisor of the program is required before the Petition can be submitted. The purpose of this meeting is to discuss the petition, the prospective program, and the probability of reinstatement.

PETITION PROCESS AND GUIDELINES – INSTRUCTIONS FOR STUDENT

SUBMISSION PROCESS AND DEADLINES

The Petitions for Reinstatement should be submitted to an academic advisor of the program to which you are applying for reinstatement by the established deadline.* Advising contact information can be found at

www.advising.engineering.osu.edu.

** or the first business day following, if these dates fall on a weekend or holiday*

Term of Reinstatement	Deadline
Autumn Term	June 1
Spring Term	October 1
Summer Term	February 1

Note: Each department in the College of Engineering has the right to reserve judgment on a reinstatement decision until final grades for the current term are reviewed.

REQUIRED DOCUMENTS

All petitions must include the documents listed below. Incomplete petitions will not be considered.

- ☐ Petition for Reinstatement Form
- ☐ Copy of the Department Recommendation & Conditions of Enrollment Form (to be completed by department)
- ☐ Personal Statement (TYPED)
- ☐ Supporting Documentation (TYPED)
- ☐ Degree Audit
- ☐ Projection of coursework for next three (3) academic terms of enrollment (TYPED)

PETITION FOR REINSTATEMENT FORM

The Petition will be evaluated as an academic assignment: presentation and clarity are important. Please make sure all questions on the form are answered carefully, thoughtfully, and thoroughly.

PERSONAL STATEMENT

On a separate document, answer the following questions.

- ☐ What behaviors and circumstances led to your dismissal?
- ☐ What have you been doing since your dismissal? How have these experiences changed the way you are likely to approach the academic responsibilities involved with being a student?
- ☐ What changes have you made and what steps have you taken to ensure that the factors causing your earlier difficulties will not continue to cause you problems if you are reinstated?
- ☐ How have you arrived at your choice of major? What will you do to succeed in the program you have chosen?
- ☐ How much time do you plan to devote to attending classes and studying? Be specific. (Keep in mind the university's general rule for calculating the time needed for studying – approximately two hours outside of class for every hour spent inside class to earn a "C".)
- ☐ In addition to the time you will devote to academic responsibilities, how many hours a week do you plan to be employed? If reinstated, how will you balance these responsibilities with the demands of being a successful student?
- ☐ Do you have other obligations requiring a significant amount of your time? If so, how much time per week is required? If reinstated, how do you expect time spent on those obligations to impact your ability to be successful?
- ☐ What support systems do you plan to use to help you be academically successful? Examples could include: tutoring, family/friends, financial assistance, Younkin Success Center, Disability Services, etc.

Suggestions: Develop your answers clearly and completely so the committee can thoroughly review your petition. Give specific examples as needed. There is no maximum or minimum length requirement for each section; however, we encourage you to be thorough, thoughtful, and concise in your responses. The care you take in writing your personal statement should reflect the level of your motivation for being reinstated.

SUPPORTING DOCUMENTATION

Attach relevant supporting documentation. This documentation could include:

- ☐ Fresh Start Application, if you plan on pursuing that option;
- ☐ evidence of earlier medical problems;
- ☐ evidence that earlier problems have now been resolved or stabilized;
- ☐ transcripts demonstrating successful course work at other academic institutions while away from Ohio State;
- ☐ letter(s) of support from employers/mentors attesting to an extended record of reliable responsibility.

DEGREE AUDIT

Print out a Degree Audit Report for your intended major and attach it to this report.

COURSEWORK PROJECTION

Create a typed schedule projection for the next three academic terms, including your term of reinstatement, to show the coursework you plan to complete if your Petition for Reinstatement is approved.

DEPARTMENT RECOMMENDATION & TERMS OF ENROLLMENT FORM

Students must attach a blank copy of this form to their Petition for Reinstatement. The form is to be completed by the department's reinstatement committee, based on the committee's final decision.

STRATEGIES FOR A SUCCESSFUL PETITION

- ☐ Begin the process as soon as possible. Depending on the term, you may have only a short time for preparing your documents and getting signatures. It is unlikely that you will be able to complete all the requirements if you wait until the day before the submission deadline. The sooner you are reinstated, the sooner you can begin enrolling in relevant coursework.
- ☐ Follow all instructions carefully. If you omit a document or a required signature, your petition will not be considered.
- ☐ Work with your current academic advisor to correct any outstanding issues on your record. (e.g. Freshman Forgiveness Rule courses that need to be recalculated, courses in which you have an Incomplete but are still eligible to complete successfully.)
- ☐ Realistically assess your academic goals. Do you have the ability and motivation needed to succeed in your chosen major? If not, now may be a good time to explore another major.
- ☐ Make real, specific changes in your circumstances. Many students think that trying harder or changing their attitude will make them successful, but this seldom works. Success depends on making real changes, like:
 - establishing a more manageable class load and/or work load,
 - changing your living environment,
 - making needed improvements in your physical and mental health,
 - significantly changing your time management methods,
 - improving basic academic deficiencies (reading, writing, speaking).
- ☐ Be aware: if you are reinstated, and then fail to meet the established terms of probation for your reinstatement, you may be dismissed from the program, college, or university depending on your circumstances. The faculty of the university will not continue to readmit students whose records show a habitual pattern of unsatisfactory academic performance.

PETITION FOR REINSTATEMENT

STUDENT INFORMATION

Full Name: _____ Date: _____

OSU Email Address: _____

Alternative Email Address: _____

Mailing Address: _____

REINSTATEMENT

I hereby petition for reinstatement into the College of Engineering for the term: _____

Term

Year

to enter the major / pre-major: _____

I have attached the following documentation as part of my petition for reinstatement:

- ☐ Personal Statement,
- ☐ Degree Audit for intended major/pre-major,
- ☐ Projection of next three (3) academic terms of coursework,
- ☐ Department Recommendation and Conditions of Enrollment Form (for department to complete),
- ☐ Supporting Documentation (if applicable).

PREVIOUS STATUS: Department/College/University

I was dismissed from the following department _____

Former major/pre-major

at the end of _____

Term

Year

Check all the following that apply:

- ☐ I was dismissed from the College of Engineering.
- ☐ I was dismissed from The Ohio State University and have been away for ____ consecutive terms.
- ☐ I have previously been reinstated into an Engineering major/pre-major:

Major/Pre-Major of Reinstatement: _____ Term/Year of Reinstatement: _____

Major/Pre-Major of Reinstatement: _____ Term /Year of Reinstatement: _____

- ☐ I intend to apply the Fresh Start Rule and have attached the completed application to this petition.

↓ CONTINUE ↓

RESIDENCY INFORMATION: Required for Reinstatement Process

Permanent Address: _____

Phone Number: _____

Dates lived in Ohio: _____
Begin (MM/DD/YYYY) End (MM/DD/YYYY or "Current")

Are you a dependent? ☐ Yes ☐ No

If Yes.... Dependent Upon: _____

Relationship: _____

Permanent Address: _____

Phone Number: _____

Dates lived in Ohio: _____
Begin (MM/DD/YYYY) End (MM/DD/YYYY or "Current")

I have reviewed the information in this petition and supporting documents. To the best of my knowledge, it is complete and accurate.

Student Signature

Date

Students: Submit your completed petition packet to the advising contact of your desired department of reinstatement, as listed on page 4 of this packet.

DEPARTMENT RECOMMENDATION & CONDITIONS OF ENROLLMENT

DEPARTMENT RECOMMENDATION

Full Name: _____

OSUID (e.g. 123456789): _____ OSU Email: _____

Engineering Department: _____

Do you recommend reinstatement for this student? ☐ YES ☐ NO

If Yes... Term/Year: _____ ☐ Major ☐ Pre-Major

Academic Advisor: _____

CONDITIONS OF ENROLLMENT

☐ Reinstated on Special Action Probation

Terms of SAP – List Below

☐ Minimum Term PHR: _____

☐ Minimum Term Hours: _____

☐ Maximum Term Hours: _____

☐ Repeat of following courses:

Course(s) – List Below	Minimum Grade

☐ Additional Conditions (e.g. Fresh Start, specific courses, work schedule, student assistance programs)

Additional Conditions – List Below

Signature of Department Chair or Designee

Date

↓ CONTINUE ↓

ACTIVATION INFORMATION

Department Responsibilities

- ☐ Send completed Departmental Recommendation & Conditions of Enrollment Form and copy of Petition for Reinstatement (pages 5 & 6 only) to College Office.
- ☐ Send email notification to Student. Notification must include:
 - ☐ Conditions of Enrollment from Department
 - ☐ Terms of Academic Probation (if 15 or more deficiency points)
- ☐ Copy notification onto Advising Connect.
- ☐ Update student's record on SIS*
 - ☐ Check effective date to ensure reinstatement is effective for correct term
 - ☐ Update Program, Plan, Estimated Graduation Term, Advisor
 - ☐ Update Admit Term (Only if student has been away from OSU for 5 consecutive years)
 - ☐ Update Residency Data (If student is currently on Leave of Absence)
 - ☐ Post action (Code: Permitted to Re-Enroll in Dept/College, depending on which the student was dismissed from) on Term History screen of SIS

** If Academically Dismissed, College Office must first notify Registrar to reactivate student before any updates can be made to student's SIS record. College Office will notify the Department once reactivation has been completed and the Department can update student's SIS record.*

College Office Responsibilities

- ☐ If student is on Academic Probation, verify terms have been sent and post PROB action on Student Term History on SIS
- ☐ If student had been Academically Dismissed, fax Academic Action Reporting Form to Office of the University Registrar to reactivate student's account.