

IOWA STATE UNIVERSITY
COLLEGE OF HUMAN SCIENCES - REINSTATEMENT PACKET

Thank you for your interest in seeking reinstatement in the College of Human Sciences at Iowa State University. You may apply for reinstatement after an absence of one semester since your dismissal or two semesters (not including summer) if this is not your first dismissal.

Reinstatement is not automatic. Submitting this application ensures your application **will be considered** for reinstatement. Use this checklist for your reinstatement application. Submit your completed packet by the appropriate due date (see page 2). In order to be considered, you must do the following:

- Complete the Petition for Academic Reinstatement form (see page 3)
- Complete the Educational Career Goals form (see page 5)
- Contact an adviser in your intended major to discuss your plans (see page 2). Meet with this adviser to complete the Long Range Plan for Academic Reinstatement and receive the required adviser's signature (see page 5). Reinstated students are limited to enrolling in 12 credits during the spring/fall or 6 credits during the summer during their first semester back at ISU.
- Submit a copy of your ISU transcript and your current grade report.** In order to be considered for reinstatement, students are required to complete at least 9 credits of college work within the same semester with at least a 2.50 cumulative GPA while away from ISU. Completing this requirement does not ensure automatic reinstatement. Your reinstatement application will not be considered if you do not submit unofficial transcripts for all current and previously enrolled courses since your dismissal from ISU.
 - Currently enrolled courses:** An unofficial grade report in the form of a screenshot or letter from the professor confirming your current grade is acceptable for in-progress courses.
 - Completed courses:** Unofficial transcript from your college's student portal is acceptable for completed courses.
 - If granted reinstatement,** official transcripts for all courses must be provided to the office of admissions once your grades post. If these are not received, your reinstatement will be cancelled.
 - Mail official transcripts to ISU Admissions Office,
100 Enrollment Services Center, 2433 Union Dr., Ames, IA 50011
- If you were granted an exemption from the CHS Academic Standards Committee*, please include at least one letter of recommendation (on business letterhead) from your current employer. The letter should address your responsibilities/job duties and discuss your work ethic and character.
 - *In order to be granted an exemption, you must complete the exemption paperwork within 10 business days after being academically dismissed.
- If your dismissal and academic progress were related to medical and/or health issues, please provide a statement from a medical professional that the medical and/or health related issues referenced in your petition letter are now stabilized and you are ready to return to the rigors of a college curriculum.
- If you were not enrolled at ISU for two or more semesters (not including summer), **submit a re-entry application [from the Registrar's office](#)** in addition to the reinstatement application.
- If you wish, you may attach any other materials or letters of reference from faculty or employers that would support your petition.
- Submit all of the above materials by the deadline to:
College of Human Sciences Academic Standards Committee
131 MacKay Hall, 2302 Osborn Drive
Ames, IA 50011

Late or incomplete applications will not be considered. In completing your reinstatement packet, remember the committee will be influenced by both the substance and presentation of your materials. Consider carefully whether this is the right time for your reinstatement and that you have the motivation, resources, improved study plan, and choice of major that will help you be successful.

We wish you the best as you consider your options and make plans for returning to Iowa State University.

If you have questions, please be in touch.

Laura Kilbride, Coordinator
Academic Standards Committee
College of Human Sciences
kilbride@iastate.edu

REINSTATEMENT DEADLINES AND CONTACTS

All materials must be received on or before the date below. Late applications will not be considered.

RE-ENTRY TERM	DEADLINE
Spring 2020	November 17 th , 2019
Fall 2020	June 28 th , 2020
Summer 2020	March 29 th , 2020

Academic advisers are available to assist you with planning. Please contact the appropriate adviser in your major/department:

Apparel Merchandising and Design	515-294-4997
Child, Adult, and Family Services	515-294-8193
Dietetics, Food Science, Nutritional Science, Culinary Food Science, Diet and Exercise	515-294-2553
Early Childhood Education	515-294-8618
Elementary Education	515-294-5465
Event Management	515-294-4265
Family and Consumer Sciences Studies and Education	515-294-7169
Financial Counseling and Planning	515-294-8193
Hospitality Management	515-294-3459
Kinesiology and Health, Athletic Training	515-294-4090
Open/Undecided	515-294-6466
Nursing	515-294-6374

IOWA STATE UNIVERSITY
COLLEGE OF HUMAN SCIENCES
PETITION FOR ACADEMIC REINSTATEMENT

PART A

Name: _____ ISU ID #: _____ Date: _____
 Current address: _____ City: _____ State/Zip: _____
 Email: _____ Phone: _____
 Term of requested reinstatement (semester/year): _____
 Proposed major: _____ Option: _____
 Academic adviser in proposed major: _____
 How many times have you been dismissed from ISU? _____ Term of last dismissal: _____
 What college were you dismissed from? _____

PART B

Please complete the following information regarding credits you have earned since leaving Iowa State University. List below coursework and grades you have **completed**:

<u>Name of College/University</u>	<u>Course Name</u>	<u># of Credits</u>	<u>Term</u>	<u>Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List below courses in which you are **currently enrolled** and expected grades.

<u>Course Name</u>	<u>Credits</u>	<u>Expected Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach a current grade report. This could be an email from your professor or a screenshot from your computer or phone of your completed and/or in progress grades.

NOTE: You will also need to submit an official transcript of all coursework completed outside of Iowa State University.

Office Use Only

Student Info	Parts A, B, D	Part C - Essay	Major	Total Credits	ISU Credits	CUM GPA	LOR?	Adviser
Dismissal Info	Dismissed	Exemption?	Exemption approved?	# times dismissed	By whom?	Def. Points		
Other	Repeats cr. left	Quality Points	Credits to Graduate	Transfer Credits	Transfer GPA	Rec Un Transcript?		
Admin Info	Reinstated?	Cr. Allowed?	Need Reenty?	Reenty submitted?	Intl Student?	Eligible for renewal?		

EDUCATIONAL CAREER GOALS

In this section, we would like to see evidence that you recognize what it will take to complete your program, and whether or not this program fits your abilities and goals. Answer all questions as completely as possible. You may add other documents that support your position.

PART C

On a separate sheet of paper, provide a typewritten response to the following questions. General guideline for length of your response is 1-2 pages.

1. Describe how your selected major fits your career goals.
2. If you did not take 9 credits at another college or university, or seek exemption from coursework during your dismissal period, elaborate on the reasons why.
3. Discuss your readiness to be successful at ISU by responding to the following 4 questions
 - a. What were the academic issues that influenced your performance at ISU? (e.g., lack of study skills, commitment to academics, etc.)
 - b. What were your personal issues that influenced your performance at ISU? (e.g., personal trauma/illness, etc.)
 - c. In response to the above information, what actions have you taken to address these issues so that you are ready to return?
 - d. What support strategies and resources will you use to promote your academic success should you be reinstated?

PART D

Complete the following:

- a) Number of credits remaining to complete your program: _____
- b) Number of credits you plan to take each semester: _____
- c) Will you attend summer semester? _____
- d) Do you plan to work while in school? _____ If yes, how many hours/week? _____
- e) What is your expected GPA in courses remaining? _____
- f) Do you plan to repeat any courses? _____
If yes, which ones (list) :

- g) Expected date of graduation: _____

