Academic Dismissal and Petitioning for Reinstatement

Ohio State admits students we believe can complete a degree. Individual circumstances and actual performance, however, sometimes thwart expectation and impede academic progress. Before you were dismissed, the college or school in which you were enrolled placed you on academic probation during your next term of enrollment and assigned conditions you were expected to meet. When you failed to meet those conditions, you were eligible for dismissal. Dismissals are decided on a case-by-case basis, after careful review of the academic record. You were dismissed when the unit in which you were enrolled determined that it was not in your interest to continue at the university at that time.

Students who have been academically dismissed are expected to spend a minimum of two terms away from Ohio State. Those seeking to return and resume course work are also expected to demonstrate that they are ready to succeed as students. Reinstatement is not automatic. It is not something to which every dismissed student is entitled. Before you can be reinstated, to attempt to repair a record already flawed by academic problems, you will need to show that you are ready to take advantage of what is likely to be your last chance to improve.

The Petition for Reinstatement is your opportunity to show that you have realistically assessed your situation and planned to return as a successful student. It should include a thoughtful discussion of why you did not succeed before and how you plan to ensure you will succeed if you are approved to return. Those who will review your petition will expect to see evidence that you have thought about the following considerations:

- What behaviors, attitudes, and circumstances led to your earlier difficulties?
- What have you done in your time away? How have your earlier behaviors, attitudes, and circumstances altered? Any evidence you can provide to support your account will help to make your case.
- If you have attended another college or university, you should provide a transcript of the course work you have done there. An established, extended record of successful course work (grades of “A” and “B”) will help to demonstrate you are ready to return; an average, below-average, or mixed record does not indicate you are likely to be able to work your way out of academic difficulty at Ohio State. If you have not enrolled at another institution, what evidence can you provide of responsible and stable success during your time away?
- We expect you to have decided on a realistic choice of major before you petition for reinstatement. You should petition for reinstatement directly with the unit offering the program you wish to pursue. As a rule, students will not be reinstated as “Undecided,” in the hope of taking courses to raise their grade-point average to gain admission to programs for which they are not currently eligible.

To begin the process to seek reinstatement, you should schedule an appointment to pick up the petition form and discuss your academic record and your current situation with an academic adviser in the program you want to complete (not necessarily the program from which you were dismissed. The adviser will be able to help you assess your chances for reinstatement, especially if the program you want requires a competitive grade-point average. We are interested in helping you to complete a degree for which you might reasonably qualify; if you are interested in a program for which you do not qualify at Ohio State, you may need to pursue that major at another university. Be sure to begin the process with an enough lead to submit an effective, complete petition in time to meet the deadline for the term in which you wish to return:

Deadlines for reinstatement petitions*: Autumn Semester, June 1; Spring Semester, October 1; Summer Term, February 1. *or the first business day following, if the due date falls on a weekend
Petition for Reinstatement

Before you begin to fill out this form, schedule an appointment to discuss your academic record and your current situation with an academic adviser in the program you want to complete (not necessarily the program from which you were dismissed). Please answer all questions carefully and thoroughly. This petition will be evaluated as an academic assignment; presentation and clarity are important. When you are ready to turn in your petition, you should make an appointment with an academic counselor in the college to which you are applying for reinstatement, to review your request.

Deadlines for reinstatement petitions*: Autumn Semester, June 1; Spring Semester, October 1; Summer Term, February 1. *or the first business day following, if the due date falls on a weekend

You are responsible for turning in all requested materials (transcripts, reference letters, etc.) by the stated deadline. Incomplete petitions may be denied.

Name (list previous names if applicable) ____________________________________________

OSU ID Number ____________ Phone ____________ e-mail address __________________________

Address for Reply ____________________________________________

Term and Year of Dismissal ______ Hours earned at time of dismissal ______ Total Deficiency Points ______

Previous major/OSU college ___________________________ Received petition from ______ on (date) ________

Term and Year for which you are seeking reinstatement ______ Proposed major ____________________________

Please answer the following residency questions: Are you an independent student? Y or N

If yes, provide the dates during which you have lived in Ohio: from ______ to ______

If no, on whom are you dependent? (name) __________________________________________

Relationship to you (circle): Parent/Guardian Spouse Other __________________________

Dates this person has lived in Ohio: from ______ to ______ or Not Applicable

Address of this person __________________________________________

Your signature ____________ Date ____________

On separate pages, please answer the following questions. Develop your answers clearly and completely.

1. What behaviors and circumstances led to your academic dismissal?

2. What have you been doing during the time since your dismissal? How have these experiences changed the way you are likely to approach the responsibilities involved in being a student?

3. 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 difficulties if you are reinstated? What proof can you offer that you are now likely to succeed?

4. How have you arrived at your choice of major? What will you do to succeed in the program you have chosen?

5. If you are reinstated, what courses do you hope to take during your first term back? List the courses and credit hours.

6. How much time do you plan to devote to attending classes and studying? Keep in mind the University’s general rule for calculating the time needed for study—approximately two hours outside of class for every hour spent inside class, to earn a grade of “C.” Reinstated students should not, of course, be planning to aim for all “C” grades.

7. In addition to the time you will devote to academic responsibilities, how many hours a week do you plan to be employed? How will you balance these responsibilities with the demands of being a successful student?

Along with your answers to these questions, please attach any relevant supporting documentation. Such materials might include evidence of earlier medical problems; evidence that earlier problems have now been resolved or stabilized; transcripts demonstrating successful course work at other academic institutions during your time away from Ohio State; letters from employers attesting to an extended record of reliable responsibility.

Decision: Granted _____ Denied _____ Signature ____________________________ Date ____________

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