

Dorothy F. Schmidt College of Arts & Letters

Petition for Reinstatement

Instructions

1. Accurately and completely fill out the "Student Section" and sign below. Incomplete petitions will not be reviewed.
2. Please include a typed, signed personal statement addressing all of the following:
 - What factors (personal, health work and/or family) contributed to your poor academic performance?
 - What changes have you made to rectify these issues and how do you think you will be academically successful at this time? What specific strategies, resources, and techniques do you intend to utilize?
 - Provide a thorough description of your academic plans for the remainder of your time at Florida Atlantic University and how you intend to complete your degree program.
3. Provide a minimum of two letters of reference on official letterhead. These letters should be from instructors, faculty mentors, advisors, employers, or other appropriate persons who can speak about your character as well as your ability to be academically successful if reinstated to the University. Letters from friends or family members are not appropriate.
4. If you are seeking reinstatement to your original college but want to switch majors to another college, you must first obtain a letter of support from the "new" college. Your petition will not be reviewed without approval of the college where your desired major is housed.
5. Submit this form and supporting documentation to Arts & Letters Student Services (Boca AH 213; Davie DW 303F) or via email to alpetition@fau.edu. All communication about petition status and decisions will only be sent directly to the student via email.
6. A reinstatement request does not guarantee or imply readmission to the University. You will also need to reapply through Undergraduate Admissions. The online application can be found at: <http://www.fau.edu/admissions/returnstudent.php>.
7. Petitions for reinstatement must be submitted at least two weeks prior to the posted deadline for readmission. Petitions submitted after that date will NOT be considered for the upcoming semester. Deadlines for readmission are online at: <http://www.fau.edu/admissions/deadlinestransfer.php>

Student Section

Student Name: _____ Z#: Z _____

Major at the time of dismissal: _____ FAU E-mail _____

Local Telephone #: () _____ - _____ Alt. E-mail _____

I am requesting re-entry into Florida Atlantic University for the following term and year: _____

Desired Major if reinstated: _____

Student Signature: _____ Date: _____

Undergraduate Reinstatement Petition – College Use ONLY

Petition Decision: **Approved**
 Denied

Comments: _____

Major restrictions (if any): _____ Term of reinstatement: _____

Signature of College Representative _____ Date _____

Final Action: _____

Student Name: _____ Z: _____