

Procedures to File for Reinstatement

Students who plan to enroll in a K-State college other than the College of Agriculture should contact the dean's office in the college in which the student is interested in enrolling.

Students who are seeking reinstatement and plan on enrolling in the College of Agriculture should use the following checklist and steps for readmission:

NOTE: University policy states that, "Normally a student must wait at least two terms before being considered for reinstatement." The College of Agriculture Academic Standards Committee will consider students who apply earlier. **However, the committee is unlikely to reinstate students who have been dismissed without an extenuating circumstance.**

Each of the following steps must be completed before a student can receive an appointment with the Academic Standards Committee.

- Complete** the online readmission application with K-State. Be sure to fill out the form for returning students*. <http://www.k-state.edu/admissions/apply/>
**Students who have not been dismissed for at least one semester, do not need to complete the readmission application.*
- Prepare** the petition for reinstatement to the College of Agriculture which is found in this document. Petitions are available online at www.ag.ksu.edu/reinstatement.
- Confer** with your academic advisor or an advisor in your new major before completing the Petition for Reinstatement. The advisor should be included in determining appropriate classes and must sign the petition.
- If you have an extenuating circumstance which contributed to your academic performance, a note or attached form **MUST** be provided. It is recommended that documentation is provided from one of the following K-State offices:
 - Office of Student Life <https://www.k-state.edu/studentlife/>
 - Counseling Services <https://www.k-state.edu/counseling/>
 - Student Access Center <https://www.k-state.edu/accesscenter/>
 - Lafene Health Center <https://www.k-state.edu/lafene/>
 - Office of Institutional Equity <https://www.k-state.edu/oie/>
 - Those offices may request a letter from a medical provider addressing the following situations:
 - Did the student's condition or the prescribed treatment of the condition prevent someone from participating in regular academic activities?
 - Date(s) in which the condition occurred that would have impacted the student's performance.
 - Recommendation on whether the student can return to school, attend class regularly, and participate in all class activities.

**A short meeting with an Assistant or Associate Dean may be required prior to meeting with the Academic Standards Committee in order to summarize the above information for your committee meeting.*

**The same general information provided by the medical professional listed above can be shared with your advisor and referenced in your two-page essay. Again, there is no need to share what the condition is or the details of the treatment, but you may wish to discuss how you have addressed the issues in preparation for returning to classes.*

- ❑ The completed petition must include the following items:
 - Petition for reinstatement
 - A two-page typed summary of your reason(s) for desiring a college education. Explain the factors which led to your dismissal and changes you have made regarding those factors that will result in your success as a student.
 - The *Current Academic Semester Evaluation* form if you are currently enrolled in classes at K-State at the time of submitting your petition for reinstatement.
 - Any transcript or proof of grades for any college classes you have completed since being dismissed. This may include unofficial transcripts or grade reports. This should be included with the petition for reinstatement regardless of whether you have submitted a transcript to the K-State admissions office.

- ❑ **Return** the completed petition and any additional documents to Waters Hall 117 or email to **agacademic@ksu.edu** by the date listed below according to the semester you are asking to enroll. ***Incomplete petitions or petitions received after the deadline will not be considered and students are encouraged to apply for future meetings.***

After Ag Academic Programs receives your completed petition, you will be contacted within 48 hours of the submission deadline with an appointment time to meet with the Academic Standards committee.

NOTE: The appointment with the Academic Standards Committee will provide the student a 20-minute discussion with the academic standards committee to discuss their petition for reinstatement. *The meeting is the student's opportunity to discuss possible reinstatement with the committee; attendance at the meeting is limited to the student and the committee.* The discussion will focus on:

- ✓ Why you desire a college education
- ✓ What factors led to your dismissal
- ✓ What changes you have made that will ensure your future academic success

**If the student has a documented disability and needs an accommodation for the meeting, the student should make such a request as far in advance of the meeting as possible, to allow for any appropriate accommodation to be determined and arranged. K-State's Student Access Center staff reviews student documentation and determines appropriate accommodations.*

Upcoming Meeting for Reinstatement Committee

For Enrollment In	Petition Due	Academic Standards Meeting
Spring 2022	Thursday, October 21, 2021	Monday, November 1, 2021
Spring 2022	Monday, January 3, 2022	Thursday, January 6, 2022
Summer 2022	Monday May 9, 2022	Wednesday, May 18, 2022
Fall 2022	Tuesday, May 31, 2022	Wednesday June 8, 2022
Fall 2022	Thursday, July 21, 2022	Monday Aug. 1, 2022
Spring 2023	Thursday, October 20, 2022	Tuesday, Nov. 1, 2022
Spring 2023	Monday, January 2, 2023	Thursday, January 5, 2023

**For petition applications or questions, contact:
Dr. Duane Dunn, 117 Waters Hall, Manhattan, KS 66506,
(785) 532-6151 or go to www.ag.ksu.edu/reinstatement.**

PETITION FOR REINSTATEMENT

College of Agriculture - Kansas State University

RETURN THIS PETITION AND THE REQUIRED INFORMATION TO 117 WATERS HALL or email agacademic@ksu.edu BY THE APPROPRIATE DUE DATE

Full Name: _____ Student ID #: _____
 Major before dismissal: _____ Major if reinstated: _____
 Current Address: _____ City: _____ State: _____ Zip: _____
 Current Telephone #: _____ E-Mail: _____
 Semester requesting reinstatement: _____ College of Ag Academic Advisor: _____
 Activities or Employment involved in prior to dismissal: _____
 Will you be employed if reinstated? Yes ___; No ___; Where? _____ Hrs/Wk? _____
 What is your chosen career? _____
 What are your plans if not reinstated? _____
 What have you done since dismissal (i.e. attended college, worked, et cetera)? _____

Have you completed the online readmission form: Yes No
<https://www.k-state.edu/admissions/undergrad/manhattan/apply/additional-pathways/returning-readmitted/> (You do not have to pay the application fee because you have already attended K-State.)

Were you enrolled at another college since being dismissed from K-State: Yes No
 If you checked yes, attach a copy of your grades for all classes you have completed since dismissal. An unofficial transcript will be accepted.

Are you currently enrolled in a course: Yes No
 If you checked yes, you are **REQUIRED** to have your instructor complete the *Current Academic Semester Evaluation* form, which can be found at the end of this application.

Was your dismissal the result of an extenuating circumstance or incident: Yes No
 If you checked yes, contact a K-State University office (Office of Student Life, Counseling Services, Student Access Center, Lafene Health Center, or Office of Institutional Equity) to provide verification of extenuating circumstance. The office may request a letter from a medical professional. The details of the medical circumstances do not need to be provided in this petition but may be referenced in your petition essay.

Prepare and attach a minimum two-page typed summary of your reason(s) for desiring a college education, factors which led to your dismissal and changes you have made in response that will result in your success.

Meet with your academic advisor:
 Please complete the box below with an advisor from the department of your chosen major as listed above.
List the courses you plan to take and your anticipated grades for the semester you are requesting reinstatement. You **must seek advice from your previous College of Agriculture academic advisor** or an advisor in your new major (if *changing majors*) to prepare your course schedule.

Course #	Course Title	Cr. Hrs.	Est. Grade	Course #	Course Title	Cr. Hrs.	Est. Grade

Advisor Signature: _____ Date: _____

Student Signature: _____

For Office Use Only:

Dismissal #: _____ Semesters Out: _____ Dismissal History: _____
 Reinstatement History: _____ ACT: _____ Transfer Student GPA: _____
 Readmission Form: Completed _____ *Petition Complete:* _____

Current Academic Semester Evaluation

College of Agriculture - Kansas State University

This form is required for reinstatement of any student who is currently enrolled at K-State.

For each of the classes you are currently enrolled in this semester, please have each of your instructor(s) fill out the summary below evaluating your current academic performance. Feel free to use additional sheets if needed.

Student's Name: _____ Instructor's Name: _____

Instructor's Contact Information: _____

Academic Term (Semester): _____

Course Enrolled: _____

Class Attendance: Excellent Satisfactory Average Unsatisfactory Poor

Please estimate the percentage of classes attended: _____

Current Class Standing:

As of today, this student has earned ____points out of _____ total points possible. His/her current class grade is _____. At the conclusion of this course grades will be determined out of a total of _____ points.

Example: As of today, this student has earned 150 points out of 180 total points possible. His/her current class grade is a "B". At the conclusion of this course grades will be determined out of a total of 350 points.

This section is optional, based on your willingness to provide this information to the College of Agriculture Academic Standards Committee.

Homework Scores: _____

Test Scores: _____

Paper Scores: _____

Expected Final Class Grade: _____

Comments:

Instructors Signature: _____ Date: _____