

Proposed Policy: Registration - Reinstatement

Catalog: [Registration | Iowa State University Catalog \(iastate.edu\)](https://iastate.edu/catalog)

- Policy establishes a reinstatement process that is the same for all students, regardless of the College they are enrolled in
 - Reinstatement petitions will be reviewed and approved by the College Academic Standards committee (no change in policy)
- Defines reinstatement as the process for students seeking to return to Iowa State following dismissal for academic reasons.
- Provide the opportunity for all students (not just juniors and seniors) with extenuating circumstances to petition for Early Reinstatement.
 - Added statement that academic dismissal remains on student's permanent record even if Early Reinstatement is granted.
- Student Appeal process revised to address the process for students to appeal decisions of the Academic Standards Committee
- Draft of information to be required in reinstatement petition, which would be posted on the Registrar's website

Students who were dismissed from Iowa State for academic reasons should follow the procedures delineated in the following section. Students who left Iowa State in good academic standing and who are seeking reentry should see Index, Reentry for more information.

Reinstatement is a process that includes an application to reenter the institution, documentation supporting a petition to be academically reinstated, and review of that petition by the college's Academic Standards Committee.

1. Reinstatement is not automatic. As part of the petition process, students who have been dismissed for academic reasons must submit documents required by the university. Students should refer to the Registrar's website for details on how to apply for reentry and reinstatement and the deadline for submission of the reinstatement petition. The Academic Standards Committee of the college which the student wishes to enter will review each petition and other relevant information. Reinstatement is based upon that review.
2. Students facing their first academic dismissal can only be reinstated after at least one academic semester (fall or spring semesters only) has elapsed. Winter session and summer session are not considered semesters.
3. Students who have been academically dismissed two or more times can only be reinstated after at least two academic semesters (fall and spring semesters only) have elapsed. Winter session and summer session are not considered semesters.

4. Students who were dismissed by one college and subsequently reinstated by another college cannot transfer back to the original college unless permission is granted by the Academic Standards Committee of the original college. This procedure applies regardless of the student's academic standing when the transfer is requested.
5. Students with significant extenuating circumstances may petition for Early Reinstatement, (a waiver of their required semesters of absence as identified in number 2 and 3 above). Procedures for Early Reinstatement are specified on the Registrar's website. The petition for Early Reinstatement will be reviewed by the Academic Standards Committee of the college they wish to be reinstated to. The academic dismissal will remain on the student's permanent record.
6. As a condition of reinstatement, students will reenter on academic probation and therefore must obtain a 2.0 in the first semester after reinstatement or will be dismissed. Students will follow an academic plan stipulated by the college Academic Standards Committee. Examples include full- or part-time status, specified credit hours, specific courses, and/or participation in available student support programs.

7. Student Appeal

Students may appeal a decision of the College Academic Standards Committee if they believe that new information can be provided or extenuating circumstances exist that would alter the application of any rule in this section. The student should initiate this appeal process by contacting the Student Services Office of their College immediately upon receipt of notification of the committee's action. The written appeal must include the reasons for the appeal and the evidence to substantiate these reasons. The appeal must be filed with the Dean's Office within 10 calendar days of the student receiving notification of the committee's action. The Dean's Office must respond in writing within 10 calendar days of receipt of the appeal.

Appeals of the decision of the Dean's Office may be made in writing to the provost and subsequently to the president of the university. Appeals beyond the college level will, however, be considered only if based on one or both of the following contentions: (a) appropriate procedures were not followed at the college level; (b) academic rules were not applied correctly at the college level.

Reinstatement after Academic Dismissal (DRAFT)

Registrar Website: [Reinstatement after Academic Dismissal | The Office of the Registrar | Iowa State University \(iastate.edu\)](#)

Reinstatement only applies to students who were dismissed from Iowa State for academic reasons. All other students who left Iowa State and who are seeking reentry should go to the links for Reentry at left or see <http://www.registrar.iastate.edu/students/reentry>.

Reinstatement is not automatic. Students who have been dismissed for academic reasons must submit a reinstatement petition, which includes a plan for academic success and demonstrates that they have taken actions to be successful.

The college Academic Standards Committee reviews each petition and other relevant information, and reinstatement is based upon that review.

The reinstatement petition must contain the following:

1. Student name, student ID number, and semester for requested reinstatement
2. Major for reinstatement
3. An explanation for the previous unsatisfactory academic performance prior to dismissal.
4. A statement-of activities that demonstrate evidence of readiness to be successful upon return. Activities may include:
 - Successful completion of coursework at a community college, college or other university
 - Work experience
 - Volunteer activities
 - Improvement of physical and/or mental health
5. Plan of action for success upon return to Iowa State University.
6. Proposed coursework for the upcoming 2 semesters following reinstatement to Iowa State University approved by your advisor.
7. An acknowledgement that the GPA for the semester following reinstatement must be 2.0 or above to continue the following semester.
8. Reentry form

Early Reinstatement allows the student to return to Iowa State before sitting out the required number of semesters. Students requesting Early Reinstatement will submit a reinstatement petition, providing the information outlined above.

Approved. ASAC, 6-0-0, 2024-04-05