

PROCEDURE FOR APPLYING FOR REINSTATEMENT

If you are academically suspended and have not attended Washburn for at least one full semester (not including the summer session), you may be eligible for academic reinstatement.

To complete your application process, you must complete each of the following steps:

1. **Contact the Student Life Office**, Morgan Hall 104 or 785 670-2100 to set up an appointment with Mr. Meredith Kidd, Dean of Students, for counsel about reinstatement.
2. **Obtain a Reinstatement Petition Form** from the Student Life Office which **must be completed no later than 60 days prior to the first day of class for the semester you wish to attend.**
3. **Meet with an academic advisor** in the Advising Office, located in Morgan 122, or call 785 670-1942 to schedule an appointment to discuss:
 - a. Your past academic history
 - b. Suggested strategies for academic success,
 - c. Creation of an academic plan.
- d. Verification of this meeting will be forwarded by the academic advisor to joan.bayens@washburn.edu
4. **Complete the Reinstatement Petition Form** and submit it with a **typed letter** requesting reinstatement to Joan Bayens (joan.bayens@washburn.edu). Your petition must include the following in order for it to be considered by the Reinstatement Committee:
 - a. A completed Reinstatement Petition Form including:
 - i. Your Washburn ID Number (must appear on your form and any typed attachments)
 - ii. Your mailing address, including zip code
 - iii. Home and/or cell phone number
 - iv. Any former name you may be listed under on Washburn records.
 - b. A typed reinstatement letter which includes:
 - i. Discussion of your past academic performance
 - ii. Information about your meeting with the academic advisor,
 - iii. The strategies you have identified to have a successful academic reentry to the University, and
 - iv. The academic plan for the semester you want to attend, if reinstated.

- c. All outstanding transcripts from other colleges must be reviewed by the committee in order to consider your petition. Any current transcripts will need to be presented before a final decision is made.

NOTE: The Reinstatement Committee will not consider petitions without the academic advisor's verification of meeting nor will they consider petitions which are received after the stated deadline (60 days prior to the beginning of the semester in which the student desires to be reinstated).

Reinstatement to Washburn University does not reinstate your eligibility to receive financial aid.

If you need to apply for reinstatement of financial aid, you will need to write a separate letter to the Financial Aid Office, Morgan 267. You may call their office at 785 670-1151 to learn specific details. If you have an outstanding balance with Washburn University, you must contact the Business Office, Morgan Hall 205, 785 670-1156, and resolve any financial issues before you can enroll.

If you have not been enrolled for longer than one semester, you must complete a Returning Student Application for Admission in the Admissions Office, Morgan 114 or online at www.washburn.edu. The Admissions office can be reached at 785 670-1030.

If you have been away from college for 3 or more years, you may wish to inquire about Academic Fresh Start. To obtain information on this program, contact the Academic Advising Office, Morgan 122 or call 785 670-1942.

If approved for reinstatement, you will be required to attend a workshop on student success strategies. To obtain information on this program, contact the Office of Academic Advising, Morgan 122 or call 785 670-1942. If you have questions regarding this procedure, please contact the Student Life Office, Morgan 104 or call 785 670-2100.