

ACADEMIC REINSTATEMENT REQUEST INSTRUCTIONS

(READ THESE CAREFULLY)

- While your dismissal remains in effect, you will not be able to adjust your class schedule.
 - You should, however, continue to attend all classes for which you are already registered until you have received official notification of the decision on your reinstatement request.
- Requests for academic reinstatement do not automatically result in reinstatement.
- If you do not request a reinstatement by the deadline of 5PM on Friday, August 25, 2017, your dismissal will be upheld and your Fall 2017 classes will be cancelled.
- All reinstatement requests must be in writing, accompanied by documentation. There are no exceptions to this process.
- All documents become the property of EMU and will not be returned or copied after submission. You should make copies for your personal use before submitting them to the committee.
- Personal interviews will not be considered and reinstatement request decisions are final.
- Notification of decisions will be sent to your my.emich.edu email account.
- If your request is approved, further action on your part WILL be necessary to finalize your reinstatement. Deadlines will apply so be sure to watch your email for instructions.

To request academic reinstatement after dismissal:

You must submit your request to the **Office of Records and Registration (drop box outside of 303 Pierce), a Service EMU location (McKenny Hall or Student Center)** or via email to Reinstatement_Requests@emich.edu. You should address your request to Academic Status Review Committee.

Your request **must** include each of the following (without all of these, your request will not be considered):

1. **Academic Reinstatement Request Cover Form: Form enclosed**—Complete all information. Remember, notification of the decision on your request will be sent to your my.emich.edu email address.
2. **A statement of your own** (in a form easily read, typed preferred). Focus on the circumstances for the semester of your dismissal, explaining these in great detail. Detail is important. Don't focus on future plans. Be honest and accurate. (Your request and other information will be kept confidential).
3. **Document your circumstances.** Documentation is absolutely essential; without it, your request **will not** be considered. [See other side for detailed information on documentation.]
4. **A copy of your unofficial transcript from your my.emich account.**

Your request for reinstatement will be evaluated *within the context of your overall academic record*. Your request normally should be based on specific and unusual circumstances.

Questions about requests for reinstatement may be directed to Reinstatement_Requests@emich.edu.

DOCUMENTING AN ACADEMIC REINSTATEMENT REQUEST

1. **Successful reinstatement requests** most often relate to special circumstances within a semester that clearly caused the student to be distracted or incapacitated. These frequently include medical issues (physical/mental), family crises, or legal issues. Other successful reinstatement requests involve demonstration of improved performance, with supportive letters from University faculty or staff.
2. **Documentation** for such requests should be primarily from professional sources. Most often, these include physicians, therapists, clergy, attorneys or educators. In documenting a tragedy, such as the death of a relative or close friend, documentation should include such material as a death certificate or funeral/obituary notice. The student's relationship must, in such cases, be documented either in this primary form, or through secondary documentation, such as a letter from someone connected with the person deceased that may be verified by the committee.
3. **Letters of support** should also be primarily from professionals or relevant experts on letterhead and written expressly for this purpose. Teachers, counselors, employers, and academic or student support advisors may be possible sources of support. There should have been some recent and regular contact in such instances. It is, in each case, important to establish an objective view of the circumstances. All letters must be signed by the persons who wrote them. Letters from friends and relatives are typically not sufficient if they are the sole source of documentation.
4. Certain types of documents are not appropriate. Medical bills, prescriptions, or photographs seldom serve to verify circumstances in sufficient detail and are subject to interpretation. They also provide little insight into the relationship to academic performance. The best documentation helps to clarify the circumstances beyond doubt and clarify how academic performance was impacted.
5. All documentation must be verifiable. Letters of support should be professional in appearance and must include telephone numbers, so that the information can be confirmed.

[Note: Any attempt to falsify information or documentation will be reported to the Director of Student Conduct & Community Standards and the request for reinstatement will be denied.]

**DEADLINE FOR REINSTATEMENT REQUEST SUBMISSION:
Friday, August 25, 2017, 5PM**

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EASTERN MICHIGAN UNIVERSITY™

Academic Reinstatement Request Cover Form

Semester of Dismissal: Summer 2017 *Due by 5 pm, Friday, August 25, 2017

This cover sheet, your personal letter of explanation, and ALL supporting documentation must be received by this date/time or your request for reinstatement will not be considered.

Name:	EID:
Current Address:	
City/State/Zip:	
Current Phone Number:	
EMU Email Address:	
Major:	Minor:

I certify that the information submitted in my Academic Reinstatement Request is complete and accurate, to the best of my knowledge. I understand that falsification of any information on this form or documentation will be considered a violation of the Student Conduct Code and appropriate measures will be taken.

Student Signature _____ Date: _____

Office Use Only	
Date Received:	Date Reviewed:
Previous status at end of _____ semester: _____	
Academic record:	
<input type="checkbox"/> Cumulative GPA: _____	
<input type="checkbox"/> Cumulative CCR: _____	
o _____ earned out of _____ attempted	
<input type="checkbox"/> Term GPA: _____	
<input type="checkbox"/> Term CCR: _____	
o _____ earned out of _____ attempted	
Decision:	
<input type="checkbox"/> Continued on Existing Plan _____	
<input type="checkbox"/> Placed on Plan _____	
_____ Plan 1 _____ Plan 2 _____ Plan 4 _____ Plan 6	
Additional requirements for Plan 6: _____	
<input type="checkbox"/> Denied	
Actions:	
<input type="checkbox"/> Notification of decision emailed/mailed	
Notes:	