



Academic Reinstatement Request Cover Form Summer/Fall 2018 return

Due by 5 pm, Tuesday, May 8, 2018 for consideration.

Semester of Dismissal: _____

Semester wishing to return: _____

This cover sheet, your personal letter of explanation, and ALL supporting documentation must be received by May 8, 2018 by 5pm or your request for reinstatement will not be considered for Summer 2018 enrollment.

Last/First/Middle:	EID:
Date of Birth:	SSN: XXX-XXX-
Street/City/State/Zip:	
Current Phone Number:	Email Address: @emich.edu
Major:	Minor:

International Students Only:

Country of Citizenship _____ Visa Type _____

If you are interested in maintaining your F1 and/or J1 non-immigrant status, you must go to the Office of International Students & Scholars for approval prior to submitting this request.

Residency for tuition purposes is based on your last residency status. If you believe your residency has changed since you last attended classes at EMU, you may submit a residency appeal form to Service EMU.

Have you served in the Armed Forces? Y/N ____ If yes, and you have been discharged from active duty, please send a copy of your separation record to EMU, Military & Veterans Resource Center, 202 Pierce Hall Ypsilanti, MI 48197 for evaluation of credit.

The following questions are being asked regarding prior criminal convictions and/or disciplinary history, and the information provided may be considered when making the decision as to whether to re-enroll the student to the University.

Question: Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court, or are there any such charges currently pending against you at this time? Y/N ____

Question: Have you ever been expelled, suspended, placed on probation, or been subject to any other disciplinary action at any secondary school or college you have attended? (Academic dismissal/probation should not be reported.) Y/N ____

IF YOU ANSWER "YES" TO EITHER OF THESE QUESTIONS, PLEASE SUBMIT A STATEMENT OF EXPLANATION.

List names of all colleges or universities attended SINCE LEAVING EMU:

Attended: From: ____/____ TO: ____/____ Attended: From: ____/____ TO: ____/____

You must have an official transcript sent to the Office of Records and Registration by the end of your first semester of re-enrollment.

Have you ever graduated from EMU? Y/N ____ **Have you earned graduate credit at EMU?** Y/N ____

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: _____



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 Tuesday, May 8, 2018, your dismissal will be upheld and you will not be allowed to register for Summer 2018 classes. Any Summer 2018 classes will be dropped.
- 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 via

Mail – University Advising and Career Development Center (UACDC) 200 McKenny Hall

In person – Service EMU location (McKenny Hall or Student Center) OR UACDC 200 McKenny Hall

(Note: McKenny Hall will be closed starting on May 7th. Please submit reinstatement documents to 101 Boone Hall on May 7th and May 8th)

Email - 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.



Academic Reinstatement Request Instructions

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 Office of Student Conduct, Community Standards, & Wellness and the Request for Reinstatement will be denied.]

DEADLINE FOR REINSTATEMENT REQUEST SUBMISSION FOR SUMMER 2018 ENROLLMENT:

Tuesday, May 8, 2018, 5PM

- 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 Tuesday, May 8, 2018, your dismissal will be upheld, and you will not be allowed to register for Summer or Fall 2018 classes. Any Summer and Fall 2018 registration will be dropped.
- **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 my.emich email for instructions.**