



Academic Status Review  
Committee c/o UACDC  
200 McKenny Hall  
Ypsilanti, Michigan 48197

## Academic Reinstatement Request Cover Form

[reinstatement\\_requests@emich.edu](mailto:reinstatement_requests@emich.edu)

**Due by Monday, August 24, 2020 by  
5pm for consideration**

Eastern Michigan University policy provides students an opportunity to file an appeal for reinstatement after being placed on dismissal status. Requests for reinstatement *will be denied if* circumstances cannot be documented.

After reading through the entire cover sheet, students may submit a request by completing all of the following steps:

1. **Fill out the appeal cover form,**
2. **Write a statement explaining why request is being filed,**
3. **Attach supporting documentation that corroborates the statement,** 4. **Attach a copy of your unofficial transcript from your my.emich account.**

### Written Statement:

Your *typed* statement should explain why you have filed this request. It should describe circumstances that occurred in the semester being appealed and focus on what your plan of action is for moving forward in your academic career. Please describe your plan for getting back on track academically. Please include approximate dates in your statement. You must clearly explain the extenuating circumstances that 1) prevented you from being successful in the semester and/or 2) why you believe your condition warrants reinstatement to EMU. Such circumstances could involve, but not limited to, the following:

- Personal health issues
- Family medical/legal issues
- Personal legal issues
- Documented error by university personnel

### Documentation:

Verifiable documentation must accompany each request. It must come from a source other than you or a family member and must serve to confirm the circumstances you have described in your statement. Documentation usually comes in the form of professional letters (signed and on letterhead) from a doctor, attorney, therapist, work supervisor, clergy, or EMU faculty/staff. Other examples include:

- Medical documents (See Medical Condition Documentation form for required information. Students may use the form or provide a letter on official letterhead which contains all of this information.)
- Primary Caregiver documentation (letter from medical staff stating that you are the primary caregiver of a friend or family member, describes timeframe, and type of care provided)
- Funeral Documentation (Obituary, Death Certificate, Memorial Program)
- Life Change (Child's Birth, Housing Insecurity)
- Letters of Support (EMU Faculty/Staff)

### Student Responsibility:

- Please note that the requirements for good academic standing are different from those used to determine Financial Aid eligibility (Please see [emich.edu/finaid](http://emich.edu/finaid)).
- If your request is for the current semester, you should continue attending class after you submit your appeal, until a decision has been made. If you discontinue attending class and your request is approved, you may risk negative grade consequences, in accordance with attendance and final examination regulations.
- You are responsible for all charges assessed on your student account ([ebill.emich.edu](http://ebill.emich.edu)) while your appeal is pending. Filing an appeal does not relieve your current financial obligation to EMU. Late fees will accrue on outstanding balances. If your appeal is denied, your student account will be adjusted, but you will still owe non-refundable fees).
- Requests for academic reinstatement do not automatically result in reinstatement.
- If you do not request a reinstatement by the deadline of **Monday, August 24, 2020**, your dismissal will be upheld and you will not be allowed to register for Fall 2020 classes. Any Fall 2020 classes you are currently registered in 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 within one week of **Monday, August 24, 2020**.

Please submit completed appeals (form, statement, documentation and transcript) via mail or email:

Academic Status Review Committee c/o UACDC

200 McKenny Hall

Ypsilanti, Michigan 48197

Email: [reinstatement\\_requests@emich.edu](mailto:reinstatement_requests@emich.edu)



**This cover sheet, your personal letter of explanation, ALL supporting documentation and your transcript must be received by 5p.m. Monday, August 24, 2020 or your request for reinstatement will not be considered for Fall 2020 enrollment.**

Semester of Dismissal: \_\_\_\_\_

Semester wishing to return: \_\_\_\_\_

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.*

OISS Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 reenrollment.*

**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 Code of Community Responsibility Code and appropriate measures will be taken.*

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

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](mailto:Reinstatement_Requests@emich.edu).



## Academic Documentation Form

Check all items that contributed to your academic dismissal:

Personal Illness or Medical Issue

Courses were too difficult

Lacked Study Skills

Family Death

Problems with your Personal Life

Trouble with Time Management

Trouble with Test Taking

Work Conflicted

Not Motivated to Study

Not Committed to School

Failed to Drop Classes Properly

Trouble with Note Taking

Other: \_\_\_\_\_

Student Support Services Used and Approximate Date of Contact (Please check *all* that apply):

Financial Aid

Date: \_\_\_\_\_

Veterans Resource Center

Date: \_\_\_\_\_

Office of International Students and Scholars

Date: \_\_\_\_\_

Holman Success Center

Date: \_\_\_\_\_

Disability Resource Center

Date: \_\_\_\_\_

Writing Center

Date: \_\_\_\_\_

Academic Advising Academic Success Partnerships (ASP) Date: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Goals:

What is your academic goal?

Upgrade Job Skills

Bachelor's Degree/2<sup>nd</sup> degree

Transfer to another Institution to Complete Degree

Do you have a job? Yes or No

On Campus or Off Campus

If Off Campus, Where? \_\_\_\_\_

If so, how many *hours* a week do you work? \_\_\_\_\_

Course Selection:

List below the course(s) you are currently enrolled in or would like to enroll in for the **Fall** 2019 semester. Keep in mind that for every hour you spend in class, it requires at least 2 hours of study time outside of class.

COURSE	# CREDITS	REPEATING?

TOTAL CREDITS:	
----------------	--



Fully Licensed Mental Health Professional (e.g. Psychologist, Social Worker, Licensed Counselor)

---

Address

Date

---

City, State, Zip

---

Phone