



# UNIVERSITY COLLEGE

INDIANA UNIVERSITY-PURDUE UNIVERSITY

Columbus

## REINSTATEMENT PETITION

**Notice:** This is the reinstatement petition to the Division of University College at IUPUC for Fall 2022 semester. No other semester's petition will be accepted.

If you were dismissed from another division (Business, Education, Liberal Arts, Nursing, Science) and plan to remain in the same major, you will need to contact that division to inquire about their reinstatement procedures. Do not use this petition.

**Not sure which petition to use?** Call University College at 812-348-7200.

**Overview:** Please carefully follow the directions below if you are petitioning for reinstatement to University College. The IUPUC University College Reinstatement Committee will review all completed petitions that are received by the deadline. Those incomplete will NOT be reviewed. Incomplete petitions are those with any missing information – including a missing response to even one of the six individual questions listed on pages 3 and 4. Students petitioning for reinstatement must demonstrate by their petitions that they have prepared themselves to have a reasonable chance of success in their study at IUPUC. If information outside of this petition is needed, or if a student has been dismissed two or more times, that student will be contacted to meet in person with committee members.

**Policy:** Students who have been dismissed from ANY campus of Indiana University are not eligible to enroll in any courses until they have been reinstated. By completing this petition, students may request reinstatement to IUPUC's University College (it does not matter which IU campus they were dismissed from, only that they wish to attend IUPUC now). Students who have been dismissed once are not eligible to apply for reinstatement until at least one full semester (fall or spring) has passed. Summer sessions do not count as a semester. Students who have been dismissed more than once are not eligible to apply for reinstatement until at least one full year has passed.

### **Submission:**

Before you submit this petition, it is your responsibility to make sure that you do not owe tuition and fees; financial holds on your student account preclude your ability to register and attend. Contact the Office of Bursar Services, CC 156T or at 812-348-7399 to inquire about any outstanding payments. Also, please consider your plan to pay for future tuition and fees should you be reinstated.

### Two Options:

1. Come to IUPUC's Office of Bursar Services, CC 156T to pay – and receive a receipt for payment of – a \$55 non-refundable fee. Take that receipt and your signed and fully completed petition to IUPUC's Division of University College located in CC 156H. Your petition will not be reviewed for completeness or accuracy. It will be accepted as presented.
2. Send your signed and fully completed petition via U.S. Postal Service mail, along with a \$55 non-refundable check payable to IUPUC to

IUPUC  
University College Reinstatement Committee  
4601 Central Avenue  
Columbus IN 47203



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Note that if you do not **fully** complete the petition, pay the non-refundable fee, or do not meet the appropriate deadline, your petition will not be reviewed by the committee.

**Deadline:** **For Fall 2022 semester reinstatement: Friday, July 15, 2022 by 5:00 p.m.** This is the date and time by which your completed petition must be received, not postmarked, by the Reinstatement Committee.

**Next steps:** You will be notified by U.S. Postal Service mail of the decision on your petition by **August 1, 2022**. If you are reinstated, you will meet with your probation monitor and/or your academic advisor to complete a reinstatement contract prior to being eligible to register for classes. Pay close attention to all deadlines. Please note that a reinstated student may have his/her class load limited, or may be required to take or retake specific courses appropriate to their major.

**Questions?** Contact University College at 812-348-7200.

## University College Reinstatement Petition for Fall 2022 semester.

**Directions:** Please respond to ALL prompts below. Petitions must be typed and complete. The only thing to appear in ink will be your signature. Everything else must be typed in order for your petition to be reviewed by the committee.

Date of application: \_\_\_\_\_

First, Middle, and Last Name: \_\_\_\_\_

University ID Number (not Social Security Number): \_\_\_\_\_

This is a ten digit number. If you do not know your University ID Number, please bring a photo ID to the Office of Registrar Services, CC 156M or call 812-348-7287 to inquire how to receive your University ID Number. **It is required to process this petition and must be entered here (typed).**

Name(s) under which you were previously enrolled (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (with area code): \_\_\_\_\_

What was your major when you last attended IU? \_\_\_\_\_

What major would you like to pursue if reinstated to IUPUC? \_\_\_\_\_



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**Note:** “General Studies” is a degree program (i.e. major); “Exploratory” is appropriate if you are not sure yet which major you’d like to study. If you have earned 26 or more college credit hours, you should have an intended major. If you would like to participate in IUPUC’s Career Counseling Services to help you choose a major, please call 812-314-8535 to schedule an appointment.

List all the colleges you are currently attending or have attended since your last enrollment at any campus of Indiana University. Include details of any courses you are currently taking or have completed via Distance Education (online) at any institution of higher learning.

Name of College or University	Dates Attended, From - To

**Attach transcripts, grade reports, certificates, etc. from colleges attended since your last enrollment at Indiana University.**

If reinstated, will you be working (employed or self-employed)? \_\_\_ Yes \_\_\_ No

How many hours per week will you be working? \_\_\_\_\_

**Please respond to ALL of the following questions on a separate sheet(s) of paper. Responses must be typewritten; handwritten responses will not be reviewed. The thought, clarity, and honest reflection in your responses will aid the committee in evaluating and determining your reinstatement to University College at IUPUC. Be sure to respond to ALL six questions.**

1. Please explain **in detail** why your grade point average (GPA) fell below an acceptable level. Be sure to include relevant health issues, living arrangements, divorces, death of a family member, or other problems (academic or personal) that you encountered as a student that prevented you from being successful. If a medical problem was involved, please include a physician’s statement indicating to what extent your condition affected your academic performance.
2. Please discuss any obstacles or problems that you expect to encounter if reinstated. Be realistic. What steps have you taken or will you take to eliminate these problems? Please describe any other factors that you believe the individuals reviewing this petition should know. Describe why you feel you will be more successful in college if reinstated.
3. In many cases, the reinstatement committee will limit reinstated students in the number of credit hours they can take in their first semester. Even though students may be eligible for financial aid, receiving aid is dependent on the number of credit hours in which a student is enrolled. Please consider and then explain how you will pay for your first semester if reinstated with a limited course load. For the sake of this question, assume that no financial aid is available because your course load is under 6 credit hours.



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4. Please tell us a little bit about the major/career you plan to pursue. What factors led you to follow this path? What research have you done on it? Have you shadowed or interviewed anyone in this career field?
5. List what you have done since you were dismissed, including parenting, work, school or military service. If possible, include a letter of reference on business letterhead from one or more of your employers or supervisors.
6. Please indicate any special training programs (i.e., related to work or your military experiences) or classes you have taken since being dismissed. Indicate how well you did and attach relevant documentation.

**Student's signature (in ink):** \_\_\_\_\_

Be sure to print two copies (one for you, one to submit) of the Reinstatement Petition before closing this window.

## Checklist

Completed?	Task
	I completed the CORRECT Petition. <u>THIS is the petition for University College only</u>
	I have confirmed that I do not owe any tuition or fees at this time
	I TYPED my correct University ID number on page 2
	I TYPED pages 2 and 3 with all blanks filled in completely and accurately
	I TYPED a thoughtful and honest response to ALL six questions on pages 3 and 4
	I will/have printed 2 copies of this petition
	I will/have signed, in ink, page 4 of BOTH petitions
	I will/have attached transcripts, grade reports, certificates, etc. from all colleges that I attended since I was last enrolled at any campus of Indiana University
	I will apply online as a returning student

Thank you for your petition.