



DIVISION OF BUSINESS

INDIANA UNIVERSITY-PURDUE UNIVERSITY
Columbus

REINSTATEMENT PETITION

Students who were dismissed by the Division of Business and who still wish to earn their degree in business should petition the Division for reinstatement. Students who were dismissed by University College or who intend to pursue another major at IUPUC should contact the Division of University College at 812.348.7200 for information about reinstatement.

Reinstatement by the Division of Business **is not automatic**. Students petitioning for reinstatement must demonstrate that they have prepared themselves to be successful in the business program at IUPUC. Reinstatement decisions are made by the Division's Undergraduate Policy and Curriculum Committee.

Policy: Students who have been dismissed once are eligible to petition for reinstatement when at least one regular semester (fall or spring) has passed. **Summer sessions do not count as a semester**. Students who have been dismissed more than once become eligible when at least one full year has passed.

Submission Instructions: 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 Student Financial Services by visiting CC 156, call 812.348.7231, or send an email to financialaid@iupuc.edu to inquire about your account. Also, please consider your plan to pay for future tuition and fees if your reinstatement is granted.

Two submission options:

1. **In person:** first pay the \$55 non-refundable reinstatement petition fee at the IUPUC Office of Student Financial Services in CC 156, then deliver your payment receipt and your signed and fully completed petition to the IUPUC Division of Business in CC 116. Your petition will be taken as delivered and will not be reviewed until it reaches the Committee. Completeness and accuracy are your responsibility.
2. **By mail:** send your signed and fully completed petition and non-refundable check for \$55, payable to IUPUC, postmarked by the applicable deadline below, to:

IUPUC Division of Business
ATTN: Reinstatement
4601 Central Avenue

Columbus IN 47203 **Deadline:**

- For **fall semester** reinstatement: Hand-delivered or postmarked by **May 30 @ 5:00 p.m.**
- For **spring semester** reinstatement: Hand-delivered or postmarked by **September 30 @ 5:00 p.m.**
 - If an above date falls on a weekend, then the petition is due the following Monday.

Additional steps: You must apply for admission as a returning student to IUPUC at <https://sisjee.iu.edu/sisweb-prd/ad-rev/welcome/> and send your official transcripts to sendtrpt@iupuc.edu.

You will be notified of the committee's decision approximately two weeks after the relevant deadline.

If reinstated, you are required to meet with a business advisor, sign a reinstatement contract, and register for classes.

Questions? Contact the Division of Business at (812) 348-7273.



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Date of application					
Name					
Other name(s) under which you were previously enrolled					
Student ID Number					
<i>If you do not know your SIDN, please bring a photo ID to the Office of Registrar Services (CC 156M) to receive your SIDN. Your SIDN is required to process this petition.</i>					
Address					
City		State		Zip Code	
Primary Phone Number (with area code)					
Cell Phone Number (if different)					
Semester and Year for Reinstatement:			Fall		Spring Year
What was your previous major or degree objective?					
What major would you like to pursue if reinstated?					
If reinstated, will you be working (employed or self-employed)?			No		Yes Where?
Total number of hours per week you will be working					
List all the colleges you have attended since your last enrollment at IUPUC.					
Campus:		Dates Attended:			
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Please be sure to include with this petition:



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- Scanned copies of official transcripts, grade slips, certificates, etc. from any colleges attended since your last enrollment at IUPUC.
- List of any courses in which you are currently enrolled and the campus/location.
- Responses to questions on the following page.

Respond to ALL prompts below on one or more separate sheet(s) of paper. Your responses **must be typed**. Handwritten responses will not be reviewed. The thought, clarity, and honest reflection in your response will aid the Division of Business in evaluating and determining your return to IUPUC.

Be sure to respond to ALL SIX questions. Failure to do so will result in automatic denial of your petition without review.

1. Please explain, in detail, the circumstances that led to your grade point average (GPA) falling below academic good standing.
2. Please discuss any obstacles that you expect to encounter if reinstated. What steps will you take to overcome or eliminate these obstacles?
3. What is your plan of action to be more successful in college if reinstated?
4. Please tell us a little bit about the career you plan to pursue. What factors led you to follow this path?
5. List and describe what you have done since you were dismissed. If possible, include a letter of reference, on business letterhead, from one or more of your employers or supervisors or any other relevant documentations of trainings or experiences.
6. Discuss anything else you would like the committee to consider while making the reinstatement decision.

Student's signature (in ink): _____

Date: _____