

### Request for Reinstatement

Name: \_\_\_\_\_

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

Major: \_\_\_\_\_ Circle one: Fresh Soph Jr Sr Grad

UWF GPA: \_\_\_\_\_ Number of Hours earned at UWF \_\_\_\_\_

Major GPA: \_\_\_\_\_ Number of Hours earned in major \_\_\_\_\_

What is the Minimum GPA for your major? \_\_\_\_\_

Have you been suspended from UWF before? (Circle one)

\_\_\_\_\_ No, this is the first time \_\_\_\_\_ Yes (when \_\_\_\_\_)

Financial Aid Status:

Will you be able to receive aid should your reinstatement be approved? Yes No

What is your financial aid completion ratio? \_\_\_\_\_

How many semesters of financial aid do you have remaining? \_\_\_\_\_

On a separate sheet of paper list all courses you need to graduate. How many hours? \_\_\_\_\_  
(Include this list and your latest DegreeWorks audit with the package)

How many hours do you have until you reach excess hours? \_\_\_\_\_

List the courses that you would like to take during your first semester back at UWF (limit 13 sh)

\_\_\_\_\_  
\_\_\_\_\_

Attach a letter that discusses the following points:

- The causes of the academic problems leading to your suspension;
- Your actions to improve your chances of success at the University;
- Your plans to ensure that you will complete your degree; and
- Why you should be allowed to return to your studies.

I understand the following:

- That should I be suspended a third time, I will not be eligible for reinstatement at UWF.
- That approval of this appeal for reinstatement is not automatic.
- That this appeal, attached letter and endorsements from my academic advisor and chairperson must be received by the deadline for the semester I desire to attend.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student Reinstatement Advisor Endorsement**

I met with \_\_\_\_\_ on \_\_\_\_\_.

I verified and we discussed the following items on the application:

- UWF GPA and hours
- Major GPA and hours
- Major GPA requirement, required tests and required internships.
- Excess hours counter
- Courses required for graduation

We discussed the following items:

- AA Forgiveness. (Is that a good option for this student?)  
If no, why not? \_\_\_\_\_
- Grade Forgiveness
- Campus support services, e.g., 21st Century Scholars, Career Services, Counseling Center, etc.
- Financial Aid availability and impact on studies.
- Courses proposed for the student's first semester after returning.
- Student's letter requesting reinstatement.
- Following additional items: \_\_\_\_\_

Comments:

\_\_\_\_\_ I recommend that the student be reinstated with the following conditions:

GPA: \_\_\_\_\_ (2.30 semester GPA; 3.3 for graduate students unless indicated.)  
Minimum grade in course(s). \_\_\_\_\_ (D unless indicated)  
Credit Hours: \_\_\_\_\_ (13 hours for first reinstatement; 7 hours for second unless indicated.)  
Specific course requirements: \_\_\_\_\_

\_\_\_\_\_ I do not recommend this student's reinstatement at this time.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
Date

**Student Reinstatement Department Chairperson Endorsement**

I met with \_\_\_\_\_ on \_\_\_\_\_

to discuss the student's request for reinstatement.

Comments:

\_\_\_\_\_ I recommend reinstatement with the following conditions

Same as recommended by advisor

Other:

\_\_\_\_\_ I do not recommend this student's reinstatement at this time.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
Date