

Reinstatement request from academic suspension

Overview

On this page



University of West Florida Regulations 3.008

All students seeking reinstatement from academic suspension should review [UWF/REG-3.008](#) before submitting their request.

A suspended student should request reinstatement from their respective College.

A suspended student may request reinstatement according to the conditions identified in the student's most recent suspension decision. Ordinarily, a student may not be reinstated for at least one semester following the suspension.

The reinstatement process requires:

- the student to complete a Request for Reinstatement form
- a meeting between the student and the advisor, and
- a meeting between the student and the student's department chairperson.

The reinstatement process may also include a hearing in which the student must present a sufficient case for reinstatement.

List of College Reinstatement Coordinators

College	College Contact	Email
College of Arts, Social Science and Humanities	Chasity Manning	cmanning@uwf.edu
College of Business	Melissa Brode	mbrode@uwf.edu
College of Health	Dr. Daniel Drost	ddrost@uwf.edu
Hal Marcus College of Science and Engineering	Victoria McNeil	vmcneil@uwf.edu
School of Education	Dr. Karen Evans	kevans2@uwf.edu
Center for Academic Success (Freshman, Non-Degree Undergrad, Undecided)	Dr. Jennifer L. McCaul	jmccaul@uwf.edu

Deadlines for Reinstatement Requests, for suspended students

Reinstatement Term	Deadline Date
Spring	November 1
Summer	April 1
Fall	July 15



If the deadline is on a weekend or holiday, the date will be extended to the following working day. Late applications will not be accepted.



Undergraduate Degree-Seeking Students; Reinstatement After Academic Suspension

Per [UWF/REG-3.008](#) A(6): A student who is suspended a third time is not eligible for reinstatement at the University. A student who has been suspended fewer than three times may apply for reinstatement following the procedures in effect for the semester in which the student desires to be reinstated. A student must be reinstated by the college in which the student was placed on suspension. Change of major can only occur after the reinstatement.

Appeal of Academic Suspension: An undergraduate student may appeal an Academic Suspension to the Provost (or designee). The following are the permitted bases for requesting an appeal: (a) there was a death in the immediate family of the student (parent, spouse, child or sibling), (b) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, (c) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and (d) the student was called to active military service or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies. Appeal of Academic Suspension are routed through the Office of the Registrar, registrar@uwf.edu.

Undergraduate Dismissal Policy (individual undergraduate programs may have stricter guidelines listed in the University catalog) Students can be dismissed from an undergraduate program by the college dean for the following reasons: (a) failing to meet professional standards of the discipline, (b) denied reinstatement after academic suspension, (c) being suspended for the third time. (9) Appeal of Dismissal: An undergraduate degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

Appeal of Dismissal: An undergraduate degree-seeking student may appeal a dismissal in writing to the Provost (or designee). Appeal of Dismissal are routed through the Office of the Registrar, registrar@uwf.edu.

Instructions



Before continuing

Before attempting to request reinstatement, be sure to already have electronic versions of your request letter and any additional documents.

Your request letter should be no longer than 500 words and contain the following:

- 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
- An explanation for why you should be allowed to return to your studies.

Examples of additional documents include the following:

- A doctor's note, written on an official letterhead;
- The obituary of an immediate family member;
- Paperwork that shows your military status changed to full-time active duty;
- Court papers that show you have been divorced or separated
- Paperwork that shows you lost your home to a fire or flood

Step 1

Go to my.uwf.edu.

If your MyUWF account is not active, follow these instructions to activate your account: [Accessing MyUWF](#). If you need assistance reactivating your MYUWF account, please contact the **ITS Help Desk: (850) 474-2075**, helpdesk@uwf.edu

Step 2

Search for the **Request for Reinstatement** app.

Step 3

Answer the question(s) displayed, and click the **Begin Request Process** button.

Dynamic Forms Passthrough

https://jetty.uwf.edu/pass/d/

Academic Reinstatement

Your current academic standing is **Suspended** as of Summer 2015. This form will allow you to request reinstatement.

Is your request for reinstatement based on a documented illness, military service or death in your immediate family?

☐ Yes (supporting documentation will be required)

☐ No

Step 4

Click the orange **Complete This Form** icon.

Welcome to Dynamic Forms

Let's get started. The **reinstatement form (new)** form needs to be completed. To do this, please click [Complete This Form](#). You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

Complete This Form

Pending / Draft Forms

Forms History

Step 5

Read the first page of the **Request for Reinstatement** form, and click the **Next** button.

Step 6

Complete the required fields of the **Request for Reinstatement** page and then click the **Next** button.

Request for Reinstatement

UNIVERSITY OF WEST FLORIDA

Student Information

First Name: [Text Field] Last Name: [Text Field] Student ID: [Text Field]

Academic Information

Current Standing: [Text Field] Suspended as of: [Text Field]

Reason for Reinstatement

Is your request for reinstatement based on a documented illness, military service or death in your immediate family?

☐ Yes ☐ No

Supporting Documentation

Upload supporting documentation (e.g., medical records, military service records, death certificate) to support your request for reinstatement.

Next



When attaching your reinstatement letter

1. Click the **Choose File** button.

Reinstatement Request Letter

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
- An explanation for why you should be allowed to return to your studies.

Your letter should be no longer than 500 words.

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

Attach any additional documents that will support why you should be reinstatement.

Examples of additional documents include the following:

- A doctor's note, written on an official letterhead;
- The affidavit of an immediate family member;
- Paperwork that shows your military status changed to full-time active duty;
- Court papers that show you have been divorced or separated;
- Paperwork that shows you lost your home to a fire or flood.

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

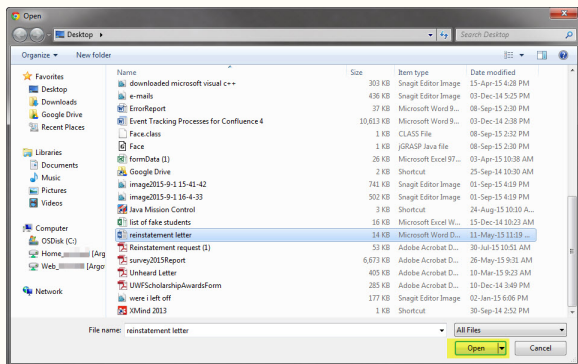
Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

General Conditions For Reinstatement

* (i) I understand that if I were suspended a third time, I may no longer be eligible for reinstatement at UNF.

2. Select the file you wish to attach and click the **Open** button.



3. The file name should appear on the form. Click the **Upload File** button. The page will refresh.

Reinstatement Request Letter

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
- An explanation for why you should be allowed to return to your studies.

Your letter should be no longer than 500 words.

Choose File [reinstatement letter.docx] **Upload File**

Please over 25 KB, not to be accepted

Attach any additional documents that will support why you should be reinstatement.

Examples of additional documents include the following:

- A doctor's note, written on an official letterhead;
- The affidavit of an immediate family member;
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- Paperwork that shows you lost your home to a fire or flood.

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

Choose File [No file chosen] **Upload File**

Please over 25 KB, not to be accepted

Choose File [No file chosen] **Upload File**

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General Conditions For Reinstatement

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Step 7

You will see the sections of your request that your advisor, department chairperson, and your college's Academic Standards Committee will complete. Review these sections and continue clicking the **Next** button until you are prompted to sign the form electronically.

Step 8

Enter your name, and click the **Sign Electronically** button.

Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

You should see a confirmation page.

You have just initiated the reinstatement process. You will receive automatic e-mail updates whenever your respective reinstatement coordinator, advisor, and chairperson complete their sections.

Please keep in mind that reinstatement is not guaranteed, and that you may have to present your case for reinstatement during a hearing. You will receive details about this hearing at a later date.

View a copy of the form in PDF format and Log out.

[View PDF & Logout](#)

View a copy of the form in PDF format but DO NOT Log out.

[View PDF & DO NOT Logout](#)

Log out of Dynamic Forms

[Logout](#)

Get Adobe Reader To order to access this form, you will need to install Adobe Acrobat Reader

After Requesting Reinstatement

Be sure to check your phone and e-mail periodically, as your advisor, department chairperson, a representative from your college, and a representative from the Office of the Registrar may contact you to schedule meetings, a hearing, or request additional information.

If your request for reinstatement is approved, stipulations for the semester of reinstatement will be imposed. For example, you may be limited in the number of credit hours for which you can enroll or you may be required to achieve certain minimum semester and cumulative grade point averages. Failure to meet any of the stipulations associated with reinstatement could result in another suspension. Please note that after the third suspension, reinstatement to the University may not be permitted.

If your request for reinstatement is denied, then you must wait a semester before requesting reinstatement again.

FAQs

You can find an advising directory at uwf.edu/advising for contact information. For now, you will need to reach out to your academic advisor directly via email to request a meeting to discuss reinstatement. You may want to indicate in the email that you do not have Navigate access so they do not overlook your status and refer you to the platform for scheduling. They will need to manually schedule the meeting with you. Often, if you fill out the application, your advisor will reach out to you to get a meeting scheduled. This may be something to consider when starting the process.

A suspended academic standing does not allow for access to some systems, including Navigate. You will not have access to many of these systems until 2 hours after you register for classes if you have a successful reinstatement (Navigate will take an overnight refresh).

Students wishing to change majors should meet with the academic advisor of the new major and include that advisor's comments as an additional documents attachment. However, the recommendations regarding reinstatement will come from the advisor of the student's current department.

[The person whom you should contact depends on the College of which your major belongs.](#)

Keep in mind you will be notified automatically when your advisor, department chairperson, your college's Academic Standards Committee, and the Office of the Registrar complete their sections of your reinstatement request.

For questions regarding technical issues you may have experienced, please contact the Help Desk by either phone (474.2075) or e-mail (helpdesk@uwf.edu).

Students wishing to change majors are advised to meet with the academic advisor of the new major and include that advisor's comments. The recommendations regarding reinstatement, however, will come from the student's current department.

See [Saving progress while completing Dynamic Forms](#) and [Accessing saved Dynamic Forms submission drafts](#).

