

## SUGGESTIONS FOR PREPARING A REQUEST FOR REINSTATEMENT

The Committee on Academic Standing, in considering your application for reinstatement, will be looking for some indication that you will be able to succeed academically at the University of Mary Washington. When a student is reinstated, the Committee determines the academic conditions the student must meet once he or she is re-enrolled.

Your letter should be no more than two typed double spaced pages in length and must include your full name, banner identification number, current address, and a **telephone number** where you can be reached during the day. If you were here under another name, please state that name and when you attended UMW under that name. All letters should be emailed to [advise@umw.edu](mailto:advise@umw.edu) **BOTH** as an attachment and as text within the email. Address your application for reinstatement to the Committee on Academic Standing; Office of Academic Services; University of Mary Washington.

Remember, the purpose of this letter is to persuade the Committee on Academic Standing that you are committed to improving your academic performance, you have the ability to do so, and you have a plan.

In formulating your request to the Committee on Academic Standing, you should give answers to the following questions:

### 1. Self-Evaluation

- If your previous academic record is a poor one, why is this so?
- Were the causes personal or external?
- Have they or can they be changed? How?
- If you wish to include medical documentation to support your appeal please reference the following guidelines [http://www.umw.edu/cas/acservices/students/documents/medical\\_000.pdf](http://www.umw.edu/cas/acservices/students/documents/medical_000.pdf).
- What has changed that will allow you to succeed academically where you once struggled?
- What course work or campus resources will you build on to strengthen your academic record?

### 2. Declaration of Goals

- What will your major be? Why?
- What do you plan to do after graduation?
- Have you developed a program to prepare for this?

### 3. Specific Academic Plans

- Which courses would you plan to take during the first semester back? Give alternatives.
- What grades will you need to achieve to raise your cumulative GPA to 2.00 in one semester or two at the most?

Requests must be received by the deadline for each meeting of the Committee on Academic Standing according to the following schedule.

### Deadlines for Committee on Academic Standing Requests

<u>Deadline</u>	<u>Desired Reinstatement</u>
February 15	Fall Advanced Registration Summer Session Reinstatement
Thursday after the last day of classes in spring	Fall Reinstatement Second Summer Session Reinstatement
September 15	Spring Advanced Registration
Thursday after the last day of classes in fall	Spring Reinstatement