

Checklist for Students Considering Petitioning for Reinstatement

I've been academically dismissed. What can I do?

Faculty and staff at Seattle Pacific University want you to find academic success, and you are encouraged to petition for reinstatement if you can demonstrate credible improvement in your academic performance. Consider these steps to begin the process:

- ✓ **Meet with your Academic Counselor.** Your academic counselor can help explain the petition process and help you develop a plan for returning to SPU. Make this your first stop!
- ✓ **Commit to taking at least two quarters away from SPU.** Taking time away from SPU will help you thoughtfully consider the challenges you encountered, assess your abilities, and determine the resources that can help improve your academic experience. It will also allow you to continue building your academic skills through another institution such as a local community college.
- ✓ **Complete at least 15 pre-approved transferrable credits at a two or four year college or university.** Your academic counselor can help you determine what courses are transferrable. You will need to complete the [Course Approval](#) form. If you earn at least a 2.5 cumulative GPA in the pre-approved courses you complete after dismissal, you are eligible to petition for reinstatement.
- ✓ **Connect with your faculty advisor.** Unless you anticipate earning a cumulative 3.3 GPA in your pre-approved courses since dismissal, you will need a letter of reference from a faculty advisor. *If you are changing your major, consider connecting instead with a faculty advisor in the new major so you understand the major requirements and can determine if this will be a good fit for your academic abilities. Your academic counselor can help facilitate by recommending a faculty advisor in your new discipline.
- ✓ **Prior to the deadline for the quarter you wish to return (at least two quarters after dismissal), complete the [Academic Reinstatement Petition](#).** Petitions are submitted online and are due by the deadline specific to the quarter you want to return.
 - **Part of your petition includes a Personal Statement**, in which you can address the challenges you've faced and how you will overcome these challenges in a future quarter.
 - **Develop clear academic goals**, including an intended major, and a realistic schedule of classes for the coming quarter, keeping in mind that you will be limited to 13 credits.
- ✓ **Send in Official Transcripts from the college or university you attended.** Transcripts can be mailed or hand delivered to your Academic Counselor, and are due by the deadline for the quarter you wish to return.

Writing your Personal Statement?

- How can I manage my time more effectively?
- What steps can I take to improve my study skills?
- If physical or mental health issues contributed to my academic challenges, have I created a plan to overcome these obstacles?
- Do my family and/or friends understand and support my academic goals? If not, have I communicated with them about how they can best support my endeavors?
- What campus resources would enable me to be academically successful in the future?
- Have I met with a faculty advisor in the discipline I want to study? And do I understand the course requirements in this major? Are they a good fit with my specific strengths?