



## Petition for Academic Reinstatement Checklist

*All items on this list must be checked off before your petition will be considered. Please attach to the completed Petition for Academic Reinstatement along with other necessary documentation.*

- Reapply for admission** to UW (if you have not attended classes at UW for more than one calendar year or have taken courses from another institution during your absence).
- Send transcripts** from any other institution attended during your absence to the UW Admissions Office. You will not be considered for admission or reinstatement until your transcripts are received.
- Take care of holds** on your UW account. These include bursar's holds, parking holds, etc. You can view holds by clicking on "Registration Status" in the Registration Tools Channel under the Student Resources tab in WyoWeb. You will not be considered for reinstatement until your holds are lifted.
- Complete Petition** for Academic Reinstatement. The petition, including instructions for completion, can be found on the ACES website at <http://www.uwyo.edu/aces/academic-advising/students-seeking-reinstatement.html>. The petition must be submitted 15 days prior to the beginning of the semester for which the student wishes to register.
- Gather and attach documentation** of any extenuating circumstances (e.g. doctor's note, etc.). This is only necessary if you are applying for immediate reinstatement.
- Review "Academic Resources"** to develop a plan for success if approved for reinstatement to UW. You will be required to present a plan for academic improvement when you meet with the Academic Reinstatement committee or advisor. There is a link to a list of these resources at <http://www.uwyo.edu/aces/academic-advising/students-seeking-reinstatement.html> under Advising Information/ Students Seeking Reinstatement.
- Look at the Class Schedule** and determine a manageable course load for the semester you are planning to return. If reinstated, you may be required by the terms of your Reinstatement Contract to retake courses you did poorly in at UW previously.