**Petition for Academic Reinstatement**

**Instructions**

1. If you have not attended the University of Wyoming for more than one calendar year or have completed course work at another institution during your absence from UW, you must reapply for admission. This process should begin prior to petitioning for academic reinstatement. The application for admission for re-enrolling students is the same as for transfer students. It can be found on the Admissions website <http://www.uwyo.edu/admissions/transfer/index.html>.
2. Complete the *Petition for Academic Reinstatement* form below. Make sure to include additional sheets answering questions 1-3 on the form. Also include any transcripts from transfer institutions.
3. Submit your completed petition and supporting documentation to the appropriate contact person based on the college to which you are applying for reinstatement (see attached page for contact information). Petitions for reinstatement must be submitted no later than 15 days prior to the beginning of the semester.
4. If you are an undergraduate student and have not been enrolled at the University of Wyoming for five years, you may want to consider Academic Renewal after being reinstated to the university. If you elect academic renewal, you must apply for it in your first semester back at UW. Discuss this option with your academic adviser.
5. Please note that if you are taking courses at another institution, it is prudent to complete the Transfer Guarantee Request form to ensure that the courses will transfer. If those courses are a repeat of courses taken at UW, the transfer grade will not replace the UW grade in your UW gpa. The UW grade will be removed from the UW gpa, but the transfer grade will not be included.
6. If you are a graduate student, work with your academic department.
7. Outreach students should initiate the reinstatement process through their Outreach Coordinator.

University of Wyoming Office of the Registrar

# Petition for Academic Reinstatement

### Undergraduate Students

This petition is to be completed and returned to the respective office (see back of form) no later than 15 days prior to the beginning of the semester for which the student wishes to register. Petitioning later may result in late registration. Filing this petition does not guarantee approval. Approval or denial will be determined by the appropriate Dean or Committee. Upon final approval, a Reinstatement Contract will be completed and signed. Note: If it has been one year or more since your last attendance at UW, or if you have attended classes elsewhere since your last semester at UW, you will need to reapply for admission. Submit your application for admission prior to petitioning for academic reinstatement.

Name      \_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Email       Student ‘W’ ID#

Last First MI

Address      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_     \_\_\_\_      Phone

Street City State Zip

Seeking reinstatement for  Semester, 20

Seeking reinstatement as: Major       College

Previous Reinstatement Petitions:

Date College Petitioned Approved or Denied

      Approved  Denied

      Approved  Denied

If you have attended any other college or university since you were suspended from UW, please have the respective academic institution send an official transcript directly to the UW Admissions Office. Also, list the appropriate information below:

Institution(s) Dates Attended

Please answer the following questions on a separate piece of paper and attach it to this petition:

1. What have you accomplished of an academic nature that would indicate that you have corrected the conditions which contributed to your earlier academic suspension?
2. What has occurred in your life that has increased both your desire and ability to perform university-caliber work?
3. If reinstated, what commitments will you make to ensure that your academic performance will be acceptable? (i.e., 2.0 GPA, study habits, living arrangements, employment arrangements, tutors, etc.)

*Please note: If your Petition for Reinstatement is approved, that does not imply that student financial aid will also be reinstated. It is your responsibility to contact the Office of Student Financial Aid.*

*UW Regulation 6-715, revision 8 states: “A student who is suspended for unsatisfactory scholastic performance should not be permitted to petition for reinstatement until one full semester, exclusive of summer term, has elapsed.  Students may petition once per semester for reinstatement, and, if denied by any college or the Center for Advising and Career Services, cannot petition for reinstatement until the next fall or spring semester, unless there are documented extenuating circumstances justifying immediate reinstatement.”*

I hereby certify that all statements included in this petition are true and that I have not omitted any relevant information.

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Student’s Signature Date

Once you have completed the information on the front and responded on a separate sheet of paper to the questions, you need to mail or take this form and the attachment to the office indicated below based on your college and major:

College of Agriculture and Natural Resources

Kerry Casper

Academic & Student Programs

Dept. 3354, 1000 E. University Ave.

Laramie, WY 82071

Campus: College of Agriculture Room 158

307.766.4135; kcasper2@uwyo.edu

College of Arts and Sciences

See Undeclared Majors below.

College of Business

Denise Sheen

Manager, Student Advising

Dept. 3275, 1000 E. University Ave.

Laramie, WY 82071

Campus: Business Building, 168

307.766.2063; dhsheen@uwyo.edu

College of Education

Todd Krieger

Manager, Student Advising

Office of Teacher Education

Dept. 3374, 1000 E. University Ave.

Laramie, WY 82071

Campus: McWhinnie Hall Room 100

307.766.2230; tkrieger@uwyo.edu

College of Engineering and Applied Science

Dean’s Office

College of Engineering

Dept. 3295, 1000 E. University Ave.

Laramie, WY 82071

Campus: Engineering Room 2085

307.766.4253

Undeclared Majors and College of Arts and Sciences

Center for Advising and Career Services

Dept. 3195, 1000 E. University Ave.

Laramie, WY 82071

Campus: Knight Hall Room 222

307.766.2398; cacs@uwyo.edu

College of Health Sciences

## School of Nursing

Dr. Mary Burman

Dept. 3065, 1000 E. University Ave.

Laramie, WY 82071

Campus: Health Sciences Building 432

307.766.3903[;](mailto:marcia@uwyo.edu) mburman@uwyo.edu

## School of Pharmacy

Maria Bennett

Dept. 3375, 1000 E. University Ave.

Laramie, WY 82071

Campus: Pharmacy Building 108

307.766.6132; mariav@uwyo.edu

## Division of Communication Disorders

Dr. Mark Guiberson

Dept. 3311, 1000 E. University Ave.

Laramie, WY 82071

Campus: Health Sciences Building 264

307.766.3985; mguibers@uwyo.edu

# Division of Kinesiology and Health

Dr. Derek Smith

Dept. 3196, 1000 E. University Ave.

Laramie, WY 82071

Campus: Corbett Building 108 & 119

307.766.5271; smithdt@uwyo.edu

## Division of Social Work

Director’s Office

Dept. 3632, 1000 E. University Ave.

Laramie, WY 82071

Campus: Health Sciences Building 308

307.766.5426; sowkmail@uwyo.edu

**Health Sciences Undeclared, Dental Hygiene**

Tonja Woods - Undergraduate and Preprofessional Advising Office

Dept. 3432, 1000 E. University Ave.

Laramie, WY, 82071

Campus: Health Sciences Building 110 & 112

307.766.6704; admin.hs@uwyo.edu

School of Energy Resources

Pam Henderson

Dept. 3012, 1000 E. University Ave.

Laramie, WY 82071

Campus: Energy Innovation Center 338

307.766.6879; pamelah@uwyo.edu