ACADEMIC REINSTATEMENT PROCESS FLOWCHART

This document outlines the steps a student must take to petition for reinstatement following an Academic Suspension notice from the Office of the Registrar (<u>UniReg 2-109</u>).

STEP 1: ACTION TAKEN BY UW (STARTING POINT)

- Action: Received Notice
- **Description:** You have received a notice of Academic Suspension from the Office of the Registrar.

STEP 2: DETERMINATION BY THE STUDENT (INITIAL DECISION)

The process branches based on how long ago you were last enrolled at UW.

• Action: Determine When You Were Last Enrolled at UW.

PATH A: Last Enrolled MORE THAN 4 MONTHS AGO This path has two sub-branches based on the length of absence.

Sub-Path A-1: Absence exceeding one academic year

- 1st Action Taken by Student: Reapply to UW.
- **2nd Action Taken by Student:** Submit a <u>Petition for Academic Reinstatement.</u>

Sub-Path A-2: Absence not exceeding one academic year

• 1st Action Taken by Student: Submit a <u>Petition for Academic Reinstatement</u>.

PATH B: Last Enrolled LESS THAN 4 MONTHS AGO

- 1st Action Taken by Student: Submit a <u>Petition for Immediate</u> Reinstatement.
- 2nd Action Taken by Student: Gather extenuating circumstance documentation and email it to aces@uwyo.edu.
 - Note: You cannot schedule your Academic Reinstatement Advising Appointment until your documentation is submitted.

STEP 3: ACTION TAKEN BY ACES (CONCLUDING STEP)

This step is the final action for all paths.

- Action: Wait for a phone call from the ACES Office.
- Instructions: In the meantime, prepare for your meeting.