

Eastern Illinois University

Petition for Reinstatement

Directions:

1. Fill out this petition only if you have been dismissed twice or more for low grades, keeping in mind that you must remain out of school for at least one semester before being eligible to apply for reinstatement. A summer term does not count as a semester out of school.
2. If you owe the University money or have any other hold on your record, your petition will be returned to you. It is up to you to check your PAWS account or check with the Records Office at (217) 581-3511 to make sure that you do not have a hold. Petitions will not go to the committee until any hold is cleared; this must be done before the published deadline date.
3. Your petition and all supporting materials must be completed, signed, and returned by the deadline date, not just postmarked by that date. (If you are submitting the petition via email, a signature is not required.)
 - If you are petitioning to return to EIU in the **Fall** semester, your materials are due by **4 pm on the 3rd Monday in June**.
 - If you are petitioning to return to EIU in the **Spring** semester, your materials are due by **4 pm on the 3rd Monday in October**.
4. If you are now attending a college/university, we will accept a letter from the Registrar at the transfer institution that includes your name, identification number, the Registrar's signature, the college seal, the department in which the course was taken, the course number, hours earned, and grades earned, as well as verification of your good standing at that institution. You will still need to have an official transcript (which must include your name and student identification number) sent to the Office of the Registrar and Enrollment Management if you are reinstated. **If you have taken courses at another institution since being dismissed from Eastern, you must have earned at least a 2.0 (on a 4.0 scale) cumulative GPA AND at least a 2.0 (on a 4.0 scale) GPA from the most recent college or university you attended to be eligible for reinstatement.**

NOTE: Shortly after the meeting date, you will be notified by letter of the Committee's decision. If you do not receive a letter, you believe that all your materials were turned in by the deadline, and you have no holds on your record, feel free to contact the Enrollment Management Office at (217) 581-2120.

Instructions for completing the Petition for Reinstatement

1. You **MUST** type your answers. **Petitions that are not typed will NOT be accepted.**
2. Before sending in your petition, complete the bottom of page 3. Fill in the date, signature, and mark "I give permission" or "I do not give permission" for the petition and academic information to be reviewed by the student member of the Committee on Reinstatement. (Again, if you are submitting the petition via email, a signature is not required.)
3. **Answer each question, A through G. Your responses should be well written, thorough, and clear. Provide specific examples wherever possible; proofread your work carefully.**
4. If you wish, you may ask your former advisor at EIU, current instructors, etc. to send a statement concerning your qualifications.

ALL CORRESPONDENCE SHOULD BE SENT TO:

Committee on Reinstatement, Enrollment Management, Old Main, Room 1221

Eastern Illinois University, 600 Lincoln Avenue, Charleston, Illinois 61920

Phone: (217) 581-2120

FAX: (217) 581-6452

Email: clburris@eiu.edu

Website: <http://www.eiu.edu/~records/readmit/petition.html>



Petition for Reinstatement

NAME _____ E-NUMBER _____

CURRENT ADDRESS _____

NUMBER OF TERMS AT EIU _____

LAST TERM AT EIU _____ DAY TELEPHONE _____

DEGREE/ MAJOR DESIRED _____ HOURS TOWARD GRADUATION _____

WHAT WAS YOUR CUMULATIVE GPA AT THE TIME OF YOUR FIRST DISMISSAL? _____

WHAT WAS YOUR CUMULATIVE GPA AT THE TIME OF YOUR SECOND DISMISSAL? _____

HAVE YOU PETITIONED THE COMMITTEE BEFORE? YES ___ NO ___ WHEN? _____

COLLEGES ATTENDED SINCE DISMISSAL FROM EASTERN ILLINOIS UNIVERSITY:
(Transcripts from these Colleges must be received by the application deadline date below, or your petition will be returned to you to apply for a later semester.)

School	Dates

IF REINSTATED, WHICH SEMESTER AND YEAR DO YOU WISH TO RE-ENTER EASTERN ILLINOIS UNIVERSITY? *(REINSTATEMENT FOR SUMMER IS NOT CONSIDERED)*

___ FALL 20___ (APPLICATION DEADLINE: THIRD MONDAY IN JUNE AT 4:00 P.M.)

___ SPRING 20___ (APPLICATION DEADLINE: THIRD MONDAY IN OCTOBER AT 4:00 P.M.)

Respond to each of the following in the space provided or on additional paper if necessary.

- BRIEFLY SUMMARIZE YOUR ACTIVITIES (e.g., jobs, course work) SINCE BEING DISMISSED FROM EIU WHICH ARE LIKELY TO IMPROVE YOUR ACADEMIC PERFORMANCE.**

B. IF YOU ARE REINSTATED, FOR WHICH COURSES WOULD YOU REGISTER? Include the course numbers and names. (Note: As a condition of reinstatement, any student who is dismissed from EIU for academic reasons must enroll in General Studies 1000 during the term in which he or she re-enters the University.)

C. EXPLAIN YOUR REASONS FOR REQUESTING THESE COURSES.

D. LIST THE COURSES IN WHICH YOU RECEIVED YOUR BEST AND POOREST GRADES. Include the course numbers, names, and the grades you earned, and note which classes are required for your major or proposed major.

E. WRITE A WELL-ORGANIZED PARAGRAPH ANALYZING THE REASONS FOR YOUR POOR GRADES.

F. GIVEN YOUR ACADEMIC PERFORMANCE AS DESCRIBED IN D AND E, ASSESS YOUR APTITUDE FOR YOUR MAJOR OR PROPOSED MAJOR, AS WELL AS YOUR CHANCES FOR ACADEMIC SUCCESS.

G. FEEL FREE TO ELABORATE ON ANY OF YOUR ANSWERS OR TO PROVIDE THE COMMITTEE WITH ADDITIONAL INFORMATION YOU FEEL IS IMPORTANT FOR US TO HAVE IN ORDER TO GIVE YOUR PETITION FULL CONSIDERATION.

MARK ONE: _____ I DO, _____ I DO NOT GIVE PERMISSION FOR MY PETITION AND ACADEMIC INFORMATION TO BE REVIEWED BY THE STUDENT MEMBER OF THE COMMITTEE ON REINSTATEMENT.

DATE: _____ SIGNATURE: _____

Office Use Only: Committee Action: _____ REINSTATED _____ DENIED Date Notified _____
Initials: _____
