

## Eastern Illinois University Petition for Reinstatement

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 3<sup>rd</sup> Monday in June.**
  - If you are petitioning to return to EIU in the **Spring** semester, your materials are due by **4 pm on the 3<sup>rd</sup> Monday in October.**
4. If you have attended a college or university since being dismissed from EIU, you must send an official transcript (which includes your name and student identification number) to the Office of the Registrar and Enrollment Management if you are reinstated. ***You must have a composite grade point average of at least 2.00 on a 4.00 scale for all courses attempted at institutions other than EIU.*** If the transcripts are not received or show that you do not meet this condition, you will not be re-admitted to Eastern.

For students currently enrolled at another college/university at the time of applying for readmission to EIU, the *Required Statement in Lieu of an Official Transcript* (see below) will be accepted until a final transcript can be sent. Final transcripts are due in the Office of the Registrar by the tenth class day or a hold will be placed on your record. **FALSIFICATION MEANS DISMISSAL.**

### **REQUIRED STATEMENT IN LIEU OF AN OFFICIAL TRANSCRIPT FOR READMISSION TO EASTERN ILLINOIS UNIVERSITY**

I, (print or type first, middle, last name), \_\_\_\_\_

E # \_\_\_\_\_ am or have been enrolled at one or more post-secondary institutions since I was last in attendance at Eastern. I am aware that I must have a **composite** grade point average of at least 2.00 on a 4.00 scale for all courses attempted at institutions other than Eastern Illinois University. Transcripts have been sent or will be sent no later than three weeks after the grading period if I'm currently enrolled elsewhere. I understand that if the transcripts are not received or show that I do not meet the condition listed above, then I am not re-admissible to Eastern and am subject to having my enrollment canceled immediately.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## Instructions for completing the Petition for Reinstatement

1. You **MUST** type your answers. **Petitions that are not typed will NOT be accepted.**
2. Fill out the form, print it, and mail it to the address below. If necessary, you may type your responses on a separate document and mail it (along with a copy of the form) to the address below.
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. Before sending in your petition, be sure to complete the bottom of page 7. 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.)
5. If you wish, you may ask your former advisor at EIU, current instructors, etc. to send a statement concerning your qualifications.

**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 Provost's Office at (217) 581-2023.

**ALL CORRESPONDENCE SHOULD BE SENT TO:**  
**Dr. Jay Gatrell, Provost and Vice President of Academic Affairs,**  
**Office of the Provost, Room 1020 Old Main,**  
**Eastern Illinois University, 600 Lincoln Avenue, Charleston, Illinois 61920**  
**Phone: (217) 581-2023 FAX: (217) 581-6053 Email: [blrawlings@eiu.edu](mailto:blrawlings@eiu.edu)**  
**Website: <http://www.eiu.edu/~registra/readmission.php>**



# Petition for Reinstatement

NAME \_\_\_\_\_ E # \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF TERMS AT EIU \_\_\_\_\_ DAY TELEPHONE \_\_\_\_\_

LAST TERM AT EIU \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

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.**

**A. 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: \_\_\_\_\_

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Office Use Only: Committee Action: \_\_\_\_\_ REINSTATED \_\_\_\_\_ DENIED Date Notified \_\_\_\_\_  
Initials: \_\_\_\_\_

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