Petition for Academic Reinstatement

Guidelines/Suggestions

1. Petitions must be typed. If documentation is available for extenuating circumstances discussed in the petition please provide (see # 6 below for examples of appropriate documentation).

2. Read the instructions on the petition carefully. Compose a brief, direct response for each question. Honest, straightforward answers will be stronger than ones that are unclear or vague.

3. Question 1 tips: Be clear and honest about the factors that contributed to your academic ineligibility. What is your story? This is your opportunity to tell the committee what happened. If the factors that contributed to your academic ineligibility are not clearly stated the committee will not have a complete picture of your situation from which to make a decision. Be sure to pay attention to correct spelling and grammar.

4. Question 2 tips: Address the factors you wrote about in question one telling how each situation has been resolved or is no longer a problem. Talk about the things you have accomplished or changed that will help you to be academically successful [study groups, Learning Commons and/or Academic Success Center resources, Math Lab, talk with professor, go to class, study more, reduced hours worked, change living environment, sought counseling, successfully attended another college (provide transcripts) for example].

5. Question 3 tips: What are your educational goals? What is your plan or strategy to make sure you will continue to be academically successful? What are you planning to do or change to ensure your progress towards your educational goals? What EWU resources will you use to be successful?

6. Here are some of appropriate examples of appropriate documentation:
   - **Medical reason for student or family member:** for example, letter from doctor stating days missed due to illness, mental health counselor, CPAS, DSS, copy of emergency room visit or hospital stay, newspaper article.
   - **I lost my job, worked to many hours, hours were reduced:** letter from employer
   - **Transcripts from institutions** you attended since last enrolled at Eastern
   - **Letters of support** from faculty or staff at Eastern or friend or family.
   - **Living arrangement changed:** copy of lease or eviction; EWU Housing and Residential Life eviction or reason for room/dorm change.
   - **Financial Aid (FA) was delayed:** documentation from FA office showing financial aid delayed due to our or the lender’s error(s)
   - **Death in the family:** copy of the obituary and something showing relation to student (letter from parent, or other family member), and student needs to clearly state why it kept them away from school.
   - **Birth of a child:** birth certificate
   - **Family matters:** describe the family matters and include any appropriate documentation.
   - **Poor academic performance:** For example: “I abused my freedom” or “I didn’t manage my time wisely”: Meet with your academic, departmental, or faculty advisor and/or check out ASC (Academic Success Center) services then supply a letter from one or both about your planned discussion for future success.
   - **Divorce, Child Custody Issues, Domestic Violence, Theft, Restraining Order:** court or police report.
   - **Too involved in Sorority, Fraternity, and EWU Clubs:** letter from organization of you stepping down, reducing involvement or contract for study time with the organization

These materials will be handled in accordance with the Family Educational Rights to Privacy Act (FERPA).