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| BGSU Firelands Governance Document Procedure | Academic Committees | Reinstatement Petitions |
| Approved by: | Date Revised 2-20-07 | FC 4121 |

PURPOSE

Define College/University procedure pertaining to readmission or reinstatement.

PROCEDURE

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| Student | completes <i>Petition for Reinstatement</i> providing reasonable explanation for his/her academic difficulties and propose a remedial plan and schedule of classes that is agreeable to his/her academic advisor. |
| Faculty advisor | completes form regarding reinstatement. |
| ARB | reviews request and may make modifications in terms of particular courses required and/or maximum number of credit hours permitted upon reinstatement. |
| Student Services | prepares letter for Associate Dean for Academic and Student Affairs outlining the decision of the ARB and conditions of reinstatement. sends a copy of the letter to the academic advisor and files a copy in the student's advising folder. |