

# DENISON UNIVERSITY

## *Petition for Reinstatement*

***IMPORTANT: Students planning to seek reinstatement following academic suspension should begin by contacting the Registrar (740-587-6530 or [collinsy@denison.edu](mailto:collinsy@denison.edu)) and should read the full statement of policies and requirements governing reinstatement posted on the Registrar's website.***

Name \_\_\_\_\_ Class Year \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Advisor \_\_\_\_\_

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I have read the reinstatement petition policy and the reinstatement process as outlined on the Denison University registrar web page.

Attached please find my reinstatement petition including my typed responses to the three prompts as outlined in the petition process and all supporting materials pertinent to my petition. I understand that the Board may inquire about my situation by communicating with any individual that the Board deems appropriate including academic advisor(s), instructors, deans, student development personnel, and members of the Whisler Center for Student Wellness (Health and Counseling Services). I also understand that the Board may share any or all information provided in my petition with individuals on a need to know basis in accordance with FERPA (Federal Educational Rights and Privacy Act) regulations.

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

The Academic Standing Board aims to reinstate students who are likely to succeed upon their return to Denison. The Board is mindful of the academic, emotional, and financial burdens of returning to Denison prematurely. Each petition is considered individually. The petition itself is considered evidence of a student's readiness to return: therefore, it is the student who should engage the process of reinstatement and prepare the petition.

Academic suspension is the automatic consequence of failing to maintain sufficient grades: it is not the result of a decision by the Academic Standing Board (see the Catalog, Academic Probation/Suspension). Therefore, academic suspensions may not be appealed.

Students who have been suspended typically spend at least one full Denison semester away from Denison. For example, students who are suspended in fall semester typically return the following fall semester, whereas students who are suspended in spring semester typically return the following spring semester. Summer is usually regarded as an insufficient duration away from campus. The purpose of requiring time away from Denison is to allow students to address the problems that led to the suspension, to reflect on the value and demands of a Denison education, and to demonstrate that they can succeed in their studies at another academic institution.

Normally, Denison expects students to complete at least one semester of full-time coursework at an accredited college or university while on suspension. Students should achieve grades of B or

better. If spending a semester as a full-time student elsewhere is not feasible (e.g., financial constraints), the reinstatement petition should explain these circumstances. Students should also be aware that receiving financial from an institution other than Denison may affect their eligibility to receive financial aid at Denison on their return. Questions about financial aid and eligibility should be directed the office of financial aid (740-587-6279).

Denison asks students to complete coursework at another institution both to demonstrate readiness to return to Denison and potentially to fill graduation requirements by taking classes that may be transferred to Denison. Summer classes, accelerated sessions, or courses taken in independent and online formats are usually not considered adequate to demonstrate readiness to return to Denison. Accelerated and online courses are also unlikely to transfer to Denison. Whether credit for courses taken at other institutions will be transferred to Denison will require decisions by the Registrar's office and the relevant academic departments at Denison after reinstatement.

In exceptional instances, students may apply for immediate reinstatement following a suspension. For example, a student suspended after fall semester may apply to be reinstated in the spring, or a student suspended after spring semester may apply to be reinstated in the fall. Students applying for immediate reinstatement must provide objective evidence that the problems that led to their suspension have been resolved, that they have adequately reflected on the values and demands of a Denison education, and that they have a high likelihood of succeeding in their studies upon returning to campus. Providing such objective evidence may be difficult in a short time period (i.e., between Denison semesters). Therefore, students who are uncertain about their ability to provide such evidence should not apply for immediate reinstatement.

Reinstatement is not automatic even if an applicant has addressed the problems that led to his or her suspension, successfully completed course work elsewhere, and devised a feasible plan for success at Denison. A premature return to classes at Denison is not in the best interests of the student. Therefore, the University limits the number of times which, over the course of a student's lifetime, a student may apply for reinstatement to three. Please note that this policy refers to the number of attempted applications—unsuccessful applications count toward this total. A fourth application for reinstatement will not be considered.

**The deadlines for submitting reinstatement petitions are July 1 for the fall semester and November 1 for the spring semester.**

## **Returning to Good Academic Standing**

Depending on the number of deficiency points a returning student has to clear, he or she may have one or two semesters to return to good standing. The Academic Standing Board will specify the period of time over which the reinstated student must make up deficiency points in each case. In addition: 1) reinstated students must earn above a 2.0 for each semester until he or she returns to good standing; and, 2) by the end of one or two semesters at Denison following reinstatement, his or her cumulative GPA must improve to a 2.0 or above.

## **Process of Petitioning for Reinstatement**

A student who intends to petition for reinstatement should first contact the Registrar. It is important to discuss with the Registrar: (1) the class work that will be taken at other institutions to demonstrate readiness to return; and; (2) the student's plan for clearing deficiency points (if any) upon return.

Second, applicants must respond to prompts 1-3 and provide the supporting materials listed below.

**Prompt #1:** Provide a thorough and reflective explanation of the factors that led to your suspension.

**Prompt #2:** Why do you believe that you are now able and willing to assume responsibility for the work required of you to graduate from Denison? If you believe that physical or mental health issues were an important factor leading to your suspension, please explain why you believe you will not face the same issues upon return. In addition, we ask that you submit documentation to the Whisler Center for Student Wellness (Denison's Health and Counseling Services) to support your case (see Supporting Materials below).

**Prompt #3:** Discuss in detail the plans you have for returning to good academic standing and completing your degree. Be sure to address:

- What grades you will need to earn in your first and second semesters (if applicable) to erase any quality point deficiencies you may have (see the Deficiency Points Worksheet);
- How, and on what time line, you will complete your major (if you know your major at this point in time);
- How, and on what time line, you will complete the remaining requirements for graduation;
- How you will balance your coursework and your campus engagement.

### **Supporting Materials:**

- Transcript(s) from any institution(s) attended while on suspension; if final transcripts are not available in time for the deadline, midterm grade reports or statements from faculty may be submitted;
- A letter from a member of the Denison teaching faculty, sent directly to the Registrar, which assesses your readiness to return to Denison. The faculty member should respond to the following prompt:

Please comment upon the applicant's academic plan to return to good standing and completing his or her degree at Denison. The Academic Standing Board is particularly interested in your assessment of the applicant's understanding of, and ability to achieve, the steps needed to return to good standing and complete his or her remaining requirements for graduation within the time frame he or she has indicated. If you feel able to comment upon other aspects of their overall plan for returning to Denison, feel free to comment upon that as well.
- Completed Deficiency Points Worksheet.
- If you believe that physical or mental health issues were an important factor leading to your suspension please submit documentation to Whisler Center for Student Wellness (Denison's Health and Counseling Services) regarding (a) the treatment you received from health care professionals while you were away from Denison, and (b) your readiness to return to full time studies at Denison. The Whisler Center for Student Wellness (Denison's Health and Counseling Services) will provide the Academic Standing Board a simple 'yes' or 'no' recommendation on your readiness for reinstatement based on their evaluation of the documentation. Please be aware that the Board may deny a petition for reinstatement on other grounds even if the Whisler Center for Student Wellness (Denison's Health and Counseling Services) finds that your health issues have been adequately resolved. Also, please be aware that submitting this petition constitutes a Release of Information so that the Whisler Center for Student Wellness (Denison's Health and Counseling Services) may provide its recommendation to the Academic Standing Board. Please have documentation sent to: The Director of Whisler

Center for Student Wellness (Denison's Health and Counseling Services), Whisler Hall  
Denison University, 100 South Rd., Granville, OH 43023. Ph: 740-587-6200 Fax: 740-  
587-6758.

**The essays responding to prompts #1, 2, and 3, transcripts, and a completed  
Deficiency Points Worksheet (if applicable) should be sent either by postal mail or  
electronically by email (with attachments) to:**

**Mrs Yadi Collins, Registrar Denison University  
100 W. College St., Granville, OH 43023 Ph: 740-587-6530  
collinsy@denison.edu**