

WEST TEXAS A&M UNIVERSITY
UNDERGRADUATE
REQUEST FOR REINSTATEMENT AFTER SERVING A SECOND ACADEMIC SUSPENSION
(Student must also submit re-entry application for admission)

In requesting a reinstatement after having served the required time period for a second academic suspension (one calendar year), the Academic Review Committee must believe that upon returning to WTAMU you are now prepared to be academically successful .

The Academic Review Committee is the decision-making body for this request. If reinstatement is granted, the Committee will make specific recommendations and requirements, such as limiting the number of credit hours you may take in the semester, specific course recommendations, or participation in student success workshops. The committee will notify you in writing – typically via email – of the final outcome of the appeal.

- You will be referred to the appropriate Associate Dean’s Office to make arrangements for advising and enrollment. Once you have met with the Associate Dean, he/she will notify the Office of the Registrar to lift the previous suspension.
- If approved, you will be reinstated to academic probation. At the end of the semester in which you enroll, you will either:
 - Be removed from academic probation by earning a cumulative GPA of 2.0 or higher, OR
 - Continue on academic probation by earning at least a 2.0 for the semester GPA but still having a cumulative GPA of below 2.0, OR
 - Be subject to academic dismissal from the university by failing to earn a semester GPA of 2.0 or higher.

Timeline for second reinstatement requests:

- In order to priority register for upcoming semesters, the application for admission and the request for reinstatement documentation must be submitted by:
 - Nov. 1 for Winter Intersession/Spring semesters
 - April 1 for May Intersession/Summer/Fall semesters
- Students who miss the priority deadline above, may submit their request at least 10 days prior to the start of the semester of enrollment. If approved, meetings with the Associate Dean must be scheduled at least 5 days prior to the first class day per university policy.

WEST TEXAS A&M UNIVERSITY
UNDERGRADUATE
REQUEST FOR REINSTATEMENT AFTER SERVING A SECOND ACADEMIC SUSPENSION
(Student must also submit re-entry application for admission)

Name: _____

Student ID#: _____

Current Address: _____

City, State, Zip: _____

Current Phone Number: _____

Current Cell Number: _____

E-Mail: _____

Major when suspended: _____

Major pursuing now: _____

How many credit hours do you plan to take in the upcoming semester? _____

Online? _____ In Classroom? _____ combination? _____

Will you be living: _____ on campus _____ in Canyon _____ commuting from _____

Do you plan to work while attending WTAMU? _____ If so, how many hours per week? _____

Please answer the following questions in written form and attach your answers to this form along with any supporting documentation you feel is important to your reinstatement.

- 1) What factors contributed to your prior suspensions? Please be specific and address all semesters that lead up to both the first and second suspension.
- 2) How have these things been resolved so that you may be successful?
- 3) In the period of time since you left WTAMU, what have you been doing both personally and professionally? (work, education, family, etc.)

Return this form, your responses to the questions, and any documentation to:

Office of the Registrar
WTAMU Box 60877
Canyon, TX 79016-0001
Fax: 806-651-4949
Email: tmiller@wtamu.edu

Please read and sign below: I consider this form, attached responses to the questions and any documentation provided, as my formal request to be reinstated after serving a second suspension. I also understand that if I am unsuccessful in achieving at least a 2.0 minimum GPA in a semester that it will result in dismissal from West Texas A&M University. All information and documentation provided is original, true and correct to the best of my knowledge.

Signature of Student

Date