



Seattle Pacific University  
Student Academic Services

## Petition for Academic Reinstatement

This petition is required for reinstatement to the university after academic dismissal. Please read these instructions carefully. Petition materials must be submitted to the University Registrar before the deadline listed. Incomplete applications will not be reviewed.

Reinstatement petitions must be submitted to the University Registrar, in their entirety, by 10:00 AM on the date listed. If the date is a non-business day, all materials must be submitted the business day prior.

Autumn Quarter  
Winter Quarter  
Spring Quarter  
Summer Quarter

September 1  
December 1  
March 1  
June 1

### PERSONAL INFORMATION

Name: \_\_\_\_\_

SPU ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Intended Major: \_\_\_\_\_

Last Term of Attendance: \_\_\_\_\_

REQUESTED QUARTER OF RETURN TO SEATTLE PACIFIC UNIVERSITY: \_\_\_\_\_

*Please check boxes and sign your name below:*

I have attached the following materials:

- Personal statement
- Pertinent supporting documentation, **including an academic plan**, and \_\_\_\_\_
- Unofficial transcript from SPU and transcripts from any other institution I have attended since dismissal.

I have requested that the following materials be submitted directly to the University Registrar:

- Supporting letter from \_\_\_\_\_, my SPU professor in the following course(s) \_\_\_\_\_.

I understand that the decision made by the Reinstatement Committee is final, and failure to include any of the appropriate documentation, as listed on this form, or failure to submit the petition in full by the deadline will result in its automatic denial.

REQUIRED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to SPU Student Academic Services, Suite 113, 3307 Third Ave. W, Seattle WA 98119  
ATTN: Kenda Gatlin, University Registrar

## Guidelines for Reinstatement Petition

*It is strongly recommended that you meet with your academic counselor to discuss the steps for applying for reinstatement.*

A Petition for Reinstatement must include the following:

1. Your personal statement and academic plan for the quarter returning
2. A letter of recommendation from an SPU professor who has had you in a course (during your most recent two terms of study at SPU)
3. Your unofficial SPU transcript. If you attended any other college or university since dismissal, you must submit official copies of those transcripts to your academic counselor (unofficial copies may be attached to this petition)

**Personal Statement & Academic Plan (required)**

- Include a type-written statement explaining the circumstances that led to your academic dismissal and your current plan for improved academic success. You should include information on major field changes, outside work, academic advising, and any relevant information that would aid the Committee in considering your petition. Any documentation to support your statement(s) needs to be included.
- Include your one quarter academic plan, outlining the courses you propose to take the quarter of reinstatement and any specific resources you will utilize to ensure your improvement if reinstated. These resources could include: working with your faculty advisor, meetings with the Center for Learning, scheduled appointments with a mental health professional, etc. This explanation is very important and should be as complete as possible. Please make sure you sign and date the personal statement.
- Attach the appropriate supporting documentation (if applicable). Please keep copies of your documentation for your records.
  - **Death in the family.** Provide a copy of the obituary, funeral announcement or death certificate.
  - **Disabling illness or injury to the student.** Have your licensed health care professional submit a statement documenting your condition.
  - **Disabling illness or injury to an immediate family member that required the student's care.** Have your family member's licensed health care professional submit a statement documenting their condition.
  - **Emotional or mental health issue (for the student) that required professional care.** Have your mental health counselor submit a statement documenting your condition and their professional opinion as to your ability to return to school and succeed.
  - **Other unusual circumstances beyond your control.** Provide any documentation needed to support your claim, if possible. Examples: if a fire or natural disaster occurred at your home, a statement from your insurance agent. If involving a legal matter a statement from your attorney or the police report. If your problem is related to work or childcare, a supporting letter from your employer or childcare provider should be provided.

**Letter of Recommendation**

**The committee will not read a petition without the required letter of recommendation.** The faculty letter of recommendation must be from an SPU instructor, and the instructor must be the instructor of record for a course that you've taken within your most recent two terms of study at SPU. The letter of recommendation must address your academic ability, and the letter may be submitted on the form or on letterhead. The required letter of recommendation must be sent directly to the University Registrar. If your absence from SPU spans several years and you are no longer in contact with an SPU professor please confer with your academic counselor on the best course of action.



# Seattle Pacific University

Student Academic Services

## Petition for Reinstatement: Supplemental Supporting Letter

**Applicant:** A letter of recommendation is *required* as part of this petition. The instructor must return this form directly to Student Academic Services.

**Faculty Member:** The below named student has been academically disqualified/dismissed and is applying for reinstatement. We seek your evaluation of the applicant's academic ability, persistence toward their education goals, and factors that you consider important in supporting this petition for reinstatement. You can use the space below or attach a statement.

Please address the following areas:

- What are the student's strengths?
- From your interactions with the student, what factors contributed to the student's academic dismissal?
- What concerns do you have regarding the student's academic ability, major choice, etc?
- What suggestions do you have for the student that will promote the student's academic success if re-admitted?
- Given your history with the student, do you recommend this student for re-admission to SPU at this time?

\_\_\_\_\_  
Name of Student

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**Important:** Return this letter of reference directly to Student Academic Services, Attn: Kenda Gatlin, Suite 113. Forms may be sent via email to [kgatlin@spu.edu](mailto:kgatlin@spu.edu).

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_