



**ACADEMIC REINSTATEMENT PETITION FOR SPRING 2023
FOR STUDENTS SUSPENDED FALL 2022**

**Submission Deadline: January 11, 2023 at Noon
Submit to: Director of Student Academic Services**

Only complete this form if this is your first academic suspension

**FORM MUST BE SIGNED BY
DIRECTOR OF STUDENT
ACADEMIC SERVICES.**
Please contact your Student
Academic Services Office prior
to submitting the form.
Questions about the form can be
directed to the Office of Academic
Affairs at 405-744-5627 or
academics@okstate.edu.

Student Name (First & Last): _____

Banner ID: _____

College: _____

Advisor: _____

E-mail Address: _____

Phone: _____

A. Basis for Appeal (Check appropriate box.)

- Transfer coursework increases overall GPA to retention standards (usually ≥ 2.0)
- Death of an immediate relative
- Serious illness
- Cognitive or physical disability (Note: Any disability – including learning disability – must be registered with OSU's Office of Student Accessibility Services to be considered as a basis for appeal)
- Severe financial distress
- Direct, significant work conflicts (unexpected, highly unusual, a rare occurrence)
- Unexpected, substantial family obligations
- Personal crisis
- Other (must specify): _____

B. Reason for Appeal and Resolution. Address the following items on a separate sheet and include your name and Banner ID number at the top. The attached sheet should be typewritten.

- 1. Reason for Appeal.** (Explain the impact of the extraordinary circumstances checked above as your basis for appeal that contributed to your academic deficiency.)
- 2. Resolution.** (Describe how the circumstances have been resolved and will no longer hinder your academic performance. Explain what steps you have taken to prevent the problem from happening again. Include a detailed explanation of your improvement plan.)

C. Documentation. (Check the appropriate box; you must check at least one. Attach documentation to petition and written statement):

- Official transcript for transfer courses or copy of OSU transcript showing overall GPA at retention standard – must be submitted to Office of the Registrar, 322 Student Union, by Thursday, January 12, 2023, at 5:00 PM.
- Copy of death certificate or obituary
- Physician's statement or another type of medical documentation
- Proof of disability (Student must submit a statement from OSU's Office of Student Accessibility Services summarizing accommodations and functional impact of disability on the student's academic performance. Documentation of the disability by an appropriate qualified professional must be submitted to the Office of Student Accessibility Services before the appeal is submitted.)
- Financial documentation supporting financial distress
- Employer's statement regarding work conflicts (must be on company letterhead)
- Other (must specify): _____

D. College Review. Submit this form, your written statement, and appropriate documentation to your college's Director of Student Academic Services (DSAS). The deadline to submit is Noon, Wednesday, January 11, 2023.

Signature, Director of Student Academic Services (DSAS)

Date

This form must be received in the Office of the Director of Student Academic Services (DSAS) by Noon, Wednesday, January 11, 2023.
College submits a signed copy of this petition to 101 Whitehurst by Noon, Thursday, January 12, 2023.

Please see the "Options for Continued Enrollment" sheet for further instructions.