



Office of Academic Affairs  
**ACADEMIC REINSTATEMENT PETITION FOR FALL 2016**  
**FOR STUDENTS SUSPENDED SUMMER 2016**

**Submission Deadline (Director of Student Academic Services):**  
**August 10, 2016, 12:00 Noon**  
**Complete this form for first suspension only**

**\*Return with DSAS Signature**  
 (See Part D at the bottom) to:  
 Academic Appeals Coordinator  
 101 Whitehurst Hall  
 Stillwater, OK 74078  
 ph (405) 744-5627  
 fax (405) 744-5495

Please type or print

Student Name:

College:

Phone (Aug. 10-12):

CWID:

Address:

Street

City

State

Zip

**A. Basis for Appeal** (Check appropriate box.)

Transfer coursework increases cumulative graduation/retention GPA to retention standard (usually  $\geq 2.0$ )

Death of immediate relative

Serious illness

Cognitive or physical disability (Note: Any disability - including learning disability - must be registered with OSU's Office of Student Disability Services to be considered as a basis for appeal.)

Severe financial distress

Direct, significant work conflicts (unexpected, highly unusual, rare occurrence)

Unexpected, substantial family obligations

Personal crisis

Other

**B. Reason for Appeal and Resolution.** Address the following items on a separate sheet and include your name and student 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 be a hindrance to your academic performance.)

**C. Documentation.** I have attached the following documentation to support my Basis for Appeal (check appropriate box; must check at least one):

Official transcript for transfer courses or copy of OSU transcript showing cumulative graduation/retention GPA at retention standard - must be at Registrar's Office, 322 Student Union, by August 11, 2016 at 5:00 PM.

Copy of death certificate or obituary

Physician's statement or other type of medical documentation

Proof of disability (Student must submit a statement from OSU's Office of Student Disability 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 Disability Services before the appeal is submitted.)

Employer's statement regarding work conflicts (must be on company letterhead)

Financial documentation supporting financial distress

Other (must specify):

**D. College Review.** Submit this form to the Director of Student Academic Services in your college.

Signature, Director of Student Academic Services (DSAS)

Date

For DSAS only. College submits a copy of this petition to 101 Whitehurst by 12:00 Noon, August 11, 2016. Student deadline listed above and below.

**THIS FORM MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR OF STUDENT ACADEMIC SERVICES (DSAS) by 12:00 Noon, August 10, 2016.**  
 Please see the "Options for Continued Enrollment" Sheet for further instructions.