



## Student Instructions for Undergraduate Academic Reinstatement

<i>In order for you to be reinstated for the:</i>	<i>Your petition must be received in the Office of Academic Advising at the close of business hours on the date of the deadline. If the date of the deadline falls on a Saturday or Sunday, the petition must be received by 9:00 am on the following Monday.</i>
Summer Semester	February 15 <sup>th</sup>
Fall Semester	July 15 <sup>th</sup>
Spring Semester	October 15 <sup>th</sup>

**Please Note:** Suspended students are not eligible for reinstatement the semester following academic suspension. If the information requested on the Petition for Reinstatement and/or the other requirements listed below are incomplete or not received by the deadline, your petition will be deferred to the following semester.

- Read the section on academic probation, suspension and dismissal in the RU Student Handbook or online at <http://www.roosevelt.edu/Policies/AcademicStanding>.
- Financial Aid is not automatically restored if you are reinstated. Contact the Financial Aid Office as soon as possible. Chicago Campus: 312.341.3565; Schaumburg Campus: 847.619.8655.
- International students: Your academic standing may affect your status with Immigration. Contact an International Student advisor in the Office of International Programs at 312.341.2097.

### Petition for Academic Reinstatement Checklist:

1. Complete and Submit the Petition for Reinstatement and Statement of Appeal to the Academic Status and Progress Committee answering the specific questions below. *A Statement of Appeal that does not address all areas will be considered an incomplete petition for academic reinstatement. Please review the Tips for Writing a Good Statement/Essay of Appeal when writing your statement.*
  - Why were you suspended and why are you applying for academic reinstatement?
  - What problems led to your suspended status and what changes will be or have been made to resolve problems that could interfere with your future academic success?
  - Why is your choice of major appropriate; how will you meet the academic demands of the course work?
  - What resources will you use to meet your academic goals?
  - Are you willing to follow the committee's recommendations, and if you are not reinstated, what plans have you made for the future?
2. Attach transcripts to your petition from every college you attended since leaving Roosevelt. If you are currently enrolled at another institution, please indicate this on the application, and send transcripts when the courses are completed. This may cause your decision to be deferred until we receive your final grades.
3. Mail, email, or drop off the Petition for Reinstatement, Statement of Appeal and supporting documents to:

Academic Status and Progress Committee  
Roosevelt University  
425 S. Wabash, Room 1M11  
Chicago, IL 60605  
Email: [advising@roosevelt.edu](mailto:advising@roosevelt.edu)

Keep a copy of the petition for your records. Call the Office of Academic Advising at 312.341.4340 to confirm your petition was received.

Roosevelt University has been committed from its inception to a policy of non-discrimination. Roosevelt University does not unlawfully discriminate on the basis of race, color, national origin, ancestry, religion, sex, including sexual harassment, age, sexual orientation, marital status, unfavorable discharge from the military, handicap or disability in its programs and activities. Approved 7/2002



### **Tips for Writing a Good Statement/Essay of Appeal**

Remember in this essay you are answering the following questions:

- Why were you suspended and why are you applying for academic reinstatement?
- What problems led to your suspended status and what changes will be or have been made to resolve problems that could interfere with your future academic success?
- Why is your choice of major appropriate; how will you meet the academic demands of the course work?
- What resources will you use to meet your academic goals?
- Are you willing to follow the committee's recommendations, and if you are not reinstated, what plans have you made for the future?

Here are a few suggestions for a strong Statement of Appeal from other RU students:

1. Think of this appeal as an essay (3-5 paragraphs, limit 750 words). State the argument of your appeal clearly in your first paragraph.
  - a. The standard place to do so is the last sentence of the first paragraph. Still, your reader better know the argument you're making before they get too deep into the essay.
  - b. Here's the trick that should illustrate the main point, ideally, you should be able to line up all of your topic sentences and those alone should summarize your essay.
2. Your statement should aim to be a coherent argument around a central point, and it should be supported by evidence.
3. Topic sentences are your friends.
  - a. Always remember that the first sentence of each paragraph should establish the topic, or main idea, of that entire paragraph. So, if you start a paragraph with a sentence about the problems that led to your academic status, don't drift in the paragraph—keep outlining those specific problems.
  - b. Here's a trick that illustrates the coherence point: ideally, you should be able to line up all of your topic sentences and produce a coherent paragraph that summarizes the paper.
4. Transitions are important. While you'll ideally not use simple "Firstly, Secondly" signals, it is important that you smooth out your prose with transitional phrases. Don't just leap from idea to idea without connecting them.
5. **Proof your work!**
6. **Read your essay aloud.**



## Petition for Academic Reinstatement

ALL QUESTIONS ON THIS FORM MUST BE ANSWERED or the petition will not be considered

PLEASE PRINT LEGIBLY

Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E- \_\_\_\_\_ mail \_\_\_\_\_ Telephone: Home  
Cell \_\_\_\_\_

Requested Reinstatement Term: \_\_\_\_\_ Last RU term: \_\_\_\_\_

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

- If you are reinstated, will you be employed while attending Roosevelt? ☐ Yes ☐ No  
If yes, how many hours per week? \_\_\_\_\_

- Have you attended another college/university since your last term at RU? ☐ Yes ☐ No

If yes, list all institutions attended. A transcript for completed work must be attached to this petition. If you are currently enrolled, the decision about your reinstatement may be deferred until final grades are posted. Provide the Office of Advising with a grade report immediately and an official transcript within one month.

Institution attended: \_\_\_\_\_ Dates: \_\_\_\_\_

Institution attended: \_\_\_\_\_ Dates: \_\_\_\_\_

### Release of Information

Your petition and other documents related to your appeal will be placed in your permanent record file in the Office of the Registrar at the Chicago Campus. You can arrange to view your records by calling 312.341.3526. The following offices may request a copy of your petition:

Academic Advising and Assessment \* First Generation Student Support Services \* International Programs \*  
Academic Success Center

### Consent and Agreement

I, \_\_\_\_\_, have read and agree to the requirements to petition for academic reinstatement as stated in the General Instructions for Academic Reinstatement. I also authorize my assigned academic advisor to consult with course instructors during the term of my reinstatement if necessary. This consent will remain in effect for six (6) months, or until I am no longer on academic probation, from the date of my signature below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RU ID#