

# DENISON UNIVERSITY

## *Petition for Reinstatement*

***IMPORTANT: Students planning to seek reinstatement following academic suspension should begin by contacting the Registrar (740-587-6296 or [registrar@denison.edu](mailto:registrar@denison.edu)) and should read the full statement of policies and requirements governing reinstatement posted on the [Registrar's website](#).***

Name \_\_\_\_\_ D# \_\_\_\_\_ Class Year \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Advisor \_\_\_\_\_

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I have read the reinstatement petition policy and the reinstatement process as outlined on the Denison University Registrar web page.

Attached please find my reinstatement petition including my typed responses to the three prompts as outlined in the petition process and all supporting materials pertinent to my petition. I understand that the Board may inquire about my situation by communicating with any individual that the Board deems appropriate, including academic advisor(s), instructors, class deans, and student development personnel. I also understand that the Board may share any or all information provided in my petition with individuals on a need to know basis in accordance with FERPA (Federal Educational Rights and Privacy Act) regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Academic Reinstatement:**

The Academic Standing Board aims to reinstate students who are likely to succeed upon their return to Denison. The Board is mindful of the academic, emotional, and financial burdens of returning to Denison prematurely. Each petition is considered individually. The petition itself is considered evidence of a student's readiness to return. Therefore, it is expected that the student is the person who engages in the reinstatement process and is the author of the petition and all associated materials.

Academic suspension is the automatic consequence of failing to maintain sufficient grades. It is not the result of a decision by the Academic Standing Board (see the Course Catalog on [Academic Standing](#)). Therefore, academic suspensions may not be appealed. Students may, however, petition for reinstatement after being placed on academic suspension.

Students who have been suspended typically spend at least one full Denison semester away from Denison. For example, students who are suspended in fall semester and who seek to return to Denison typically apply for reinstatement for the following fall semester, whereas students who are

suspended in spring semester typically apply for reinstatement for the following spring semester. Summer is usually regarded as an insufficient duration away from campus. The purpose of requiring time away from Denison is to allow students to address the problems that led to the suspension, to reflect on the value and demands of a Denison education, and to demonstrate that they can succeed in their studies at another academic institution.

Normally, Denison expects students to complete at least one semester of full-time coursework at an accredited college or university while on suspension. Students should achieve grades of B or better while enrolled elsewhere. If spending a semester as a full-time student elsewhere is not feasible due to financial or other constraints, the reinstatement petition must explain these circumstances. Students should also be aware that receiving financial support from an institution other than Denison may affect their eligibility to receive financial aid at Denison on their return. Questions about financial aid and eligibility should be directed to the Office of Financial Aid (740-587-6279).

Denison asks students to complete coursework at another institution both to demonstrate readiness to return to Denison and potentially to fill graduation requirements by taking classes that may be transferred to Denison. Accelerated sessions or courses taken in independent and online formats may not be considered adequate to demonstrate readiness to return to Denison. The determination of academic credit transferred to Denison for courses taken at other institutions will require review by the Registrar's office and the relevant academic departments at Denison after reinstatement.

**Immediate Reinstatement:** In exceptional instances, students may apply for immediate reinstatement following a suspension. For example, a student suspended after fall semester may apply to be reinstated in the spring, or a student suspended after spring semester may apply to be reinstated in the fall. Petitions for immediate reinstatement must be submitted by July 1 for reinstatement in the fall semester, and no later than ten days prior to the first day of spring semester classes for students seeking reinstatement in the spring. Students applying for immediate reinstatement must provide objective evidence that the problems that led to their suspension have been resolved, that they have adequately reflected on the values and demands of a Denison education, and that they have a high likelihood of succeeding in their studies upon returning to campus. Providing such objective evidence may be difficult in a short time period (i.e., between Denison semesters). Therefore, students who are uncertain about their ability to provide such evidence should not apply for immediate reinstatement.

**Maximum Number of Petitions Allowed:** Reinstatement is not automatic even if an applicant has addressed the problems that led to their suspension, successfully completed course work elsewhere, and devised a feasible plan for success at Denison. A premature return to classes at Denison is not in the best interests of the student. Therefore, over the course of a student's lifetime, the University limits to three the number of times that a student may apply for reinstatement. Please note that this policy refers to the number of attempted applications; unsuccessful applications count toward this total. A fourth application for reinstatement will not be considered.

**Review Body:** Reinstatement petitions are reviewed by the Academic Standing Board in consultation with the Class Dean and the Academic Resource Center. Students petitioning for academic reinstatement after two years away from Denison also will be required to apply for re-enrollment through the Office of Admission.

**The deadlines for submitting reinstatement petitions are July 1 for the fall semester and November 1 for the spring semester.**

## **Returning to Good Academic Standing**

Depending on the number of deficiency points that a returning student needs to clear, they may have one or two semesters to return to good standing. The Academic Standing Board will specify the period of time over which the reinstated student must make up deficiency points. In addition:

- Reinstated students must earn above a 2.0 for each semester until they return to good standing.
- By the end of one or two semesters (as determined at time of reinstatement) at Denison following reinstatement, the student's cumulative GPA must improve to a 2.0 or above.

## **Process of Petitioning for Reinstatement**

The first step in petitioning for reinstatement is to contact the Registrar to declare the intention to seek reinstatement. It is important to discuss with the Registrar: (1) the class work that will be taken at other institutions to demonstrate readiness to return; and; (2) the student's plan for clearing deficiency points (if any) upon return.

Second, applicants must respond to prompts 1-3 and provide the supporting materials listed below.

**Prompt #1:** Provide a thorough and reflective explanation of the factors that led to your suspension.

**Prompt #2:** Why do you believe that you are now able and willing to assume responsibility for the work required of you to graduate from Denison? If you believe that physical or mental health issues were an important factor leading to your suspension, please explain why you believe you will not face similar issues upon return.

- If your petition discusses a change or improvement related to physical or mental health concerns, we ask that you include in your petition documentation to support your case (see Supporting Materials below).

**Prompt #3:** Discuss in detail the plans you have for returning to good academic standing and completing your degree. Be sure to address:

- What grades you will need to earn in your first and second semesters (if applicable) to erase any quality point deficiencies you may have (see the Deficiency Points Worksheet);
- How, and on what timeline, you will complete your major (if you know your major at this point in time);
- How, and on what timeline, you will complete the remaining requirements for graduation;
- How you will balance your coursework and your campus engagement.

## **Supporting Materials:**

- Transcript(s) from any institution(s) attended while on suspension; if final transcripts are not available in time for the deadline, midterm grade reports or statements from faculty may be submitted;
- A letter from a member of the Denison teaching faculty, sent directly to the Registrar, which assesses your readiness to return to Denison. The faculty member should respond to the following prompt:

Please comment upon the applicant's academic plan to return to good standing and completing his or her degree at Denison. The Academic Standing Board is particularly interested in your assessment of the applicant's understanding of, and ability to achieve, the steps needed to return to good standing and complete their remaining requirements for graduation within the time frame they have indicated. If you feel able to comment upon other aspects of their overall plan for returning to Denison, feel free to comment upon that as well.
- Completed Deficiency Points Worksheet.
- If you believe that physical or mental health issues were an important factor leading to your suspension, please include documentation regarding (a) the treatment you received from health care professionals while you were away from Denison, and (b) your readiness to return to full time studies at Denison.

*The essays responding to prompts #1, 2, and 3, transcripts, and a completed Deficiency Points Worksheet (if applicable) should be sent either by postal mail or electronically by email (with attachments) to:*

**Registrar Office Denison University  
100 W. College St., Granville, OH 43023 Ph: 740-587-6296  
registrar@denison.edu**