



**Petition for Reinstatement Following Academic Suspension
(For Graduate Students Only)**

Revised April 2021

As specified in the Standards of Academic Performance policy, graduate students wishing to return to the University after serving a one-semester suspension must petition for reinstatement to the appropriate College Dean. Consideration of reinstatement will be on a case-by-case basis and will be approved only once per student by the Provost/Vice President for Academic Affairs.

Student Name (last, first, MI): _____ Student ID: _____

Athens State Student Email: _____ Phone: _____

College: _____ Last semester Enrolled: _____

Petitioning for Reinstatement in (specify semester/year): _____

STEP 1: Explanation/Self-Reflection

Students should provide a written explanation of the circumstances that led to the suspension and include the action(s) that have been or will be taken to resolve those circumstances and ensure successful completion of the program. Attach the signed written explanation to this form. **The petition will not be reviewed without this documentation.**

STEP 2: Submit a Completed Readmission Form to the Office of Admissions - *Only required for students who have not been enrolled for more than one semester (not including summer)*

STEP 3: Submit Your Petition to the Appropriate College (must be from Athens State Student Email)

College of Arts and Sciences: bethlynn.sanders@athens.edu

College of Business: molly.pepper@athens.edu

College of Education: julie.barnett@athens.edu

Process:

After review, the student will be notified of the decision via their Athens State email address. If reinstatement is granted, further instructions may be provided. In order to promote student success and provide intervention in cases of unsatisfactory academic performance, the University reserves the right to take appropriate steps for any student whose reinstatement is granted, including but not limited to: limiting the student’s course load, and/or requiring the completion or repeat of other specific courses. This form and any documents related to approval/disapproval will become part of the student’s permanent record. In accordance with the Family Educational Rights and Privacy Act (FERPA), Athens State officials may not discuss this petition with anyone except the student unless a signed consent release is on file with the Office of the Registrar-Student Records.

Approval Signatures

College Dean: _____ Date: _____

Provost: _____ Date: _____

This form will be forwarded to the Registrar’s Office by the Office of the Provost/Vice President for Academic Affairs after receiving final approval. The Registrar’s Office will be solely responsible for removing any holds on the student and ensuring the student is eligible to enroll in courses.

FOR REGISTRAR’S USE ONLY - Date processed: _____