



# IUPUC DIVISION OF LIBERAL ARTS

INDIANA UNIVERSITY-PURDUE UNIVERSITY  
COLUMBUS

## REINSTATEMENT PETITION

**Overview:** Please carefully follow the directions below if you are petitioning for reinstatement to Liberal Arts. The IUPUC Division of Liberal Arts Reinstatement Committee will review all completed petitions. Those incomplete will NOT be reviewed. Students petitioning for reinstatement must demonstrate by their petitions that they have prepared themselves to have a reasonable chance of success in their study at IUPUC. If information outside of this petition is needed, or if a student has been dismissed two or more times, that student will be contacted to meet in person with the committee or with one of its members.

**Policy:** Students who have been dismissed from ANY campus of Indiana University are not eligible to enroll in any courses until they have been reinstated. By completing this petition, students may request reinstatement to IUPUC's Division of Liberal Arts (it does not matter which IU campus they were dismissed from, only that they wish to attend IUPUC now). Students who have been dismissed once are not eligible to apply for reinstatement until at least one full semester (fall or spring) has passed. **Summer sessions do not count as a semester.** Students who have been dismissed more than once are not eligible to apply for reinstatement until at least one full year has passed.

**Submission Instructions:** Before you submit this petition, it is your responsibility to make sure that you do not owe tuition and fees. Financial holds on your student account preclude your ability to register and attend. Contact the Office of Student Financial Services by visiting CC 156, call 812.348.7231, or send an email to [financialaid@iupuc.edu](mailto:financialaid@iupuc.edu) to inquire about your account. Also, please consider your plan to pay for future tuition and fees if your reinstatement is granted.

### Two submission options:

1. **In person:** first pay the \$55 non-refundable reinstatement petition fee at the IUPUC Office of Student Financial Services in CC 156, then deliver your payment receipt and your signed and fully completed petition to the IUPUC Division of Liberal Arts in CC 162. Your petition will be taken as delivered and will not be reviewed until it reaches the Committee. Completeness and accuracy are your responsibility.

2. **By mail:** send your signed and fully completed petition and non-refundable check for \$55, payable to IUPUC, postmarked by the applicable deadline below, to:

IUPUC Division of Liberal Arts  
ATTN: Reinstatement  
4601 Central Avenue  
Columbus IN 47203

**Deadline:**

- For **fall semester** reinstatement: Hand-delivered or postmarked by **May 30 @ 5:00 p.m.**
- For **spring semester** reinstatement: Hand-delivered or postmarked by **September 30 @ 5:00 p.m.**
  - **If an above date falls on a weekend, then the petition is due the following Monday.**

**Additional steps:** You must apply for admission as a returning student to IUPUC at <https://admissions.iupuc.edu/become-student/returning/index.html>. You will be notified of the decision on your petition one month after the above deadline. If you are reinstated, you will meet with your academic advisor, sign a reinstatement contract, and register for classes. Please note that a reinstated student may have his/her class load limited, or may be required to take or retake specific courses appropriate to their major.

**Directions:** Please respond to ALL prompts on the next page. Petitions must be typed and complete. The only thing to appear in ink will be your signature. Everything else, including the cover sheet (next page) must be typed in order for your petition to be reviewed by the committee.

**Questions?** Contact IUPUC Division of Liberal Arts at 812.348.7393.

## Division of Liberal Arts Reinstatement Petition

**Directions:** Please respond to ALL prompts below. Petitions must be typed and complete. The only thing to appear in ink will be your signature. Everything else must be typed in order for your petition to be reviewed by the committee.

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

If you do not know your SIDN, please bring a photo ID to the Office of Registrar Services (CC 156M) to receive your SIDN. **It is required** to process this petition.

Name(s) under which you were previously enrolled (if applicable): \_\_\_\_\_

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

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

Primary Phone (with area code): \_\_\_\_\_

Cell Phone (with area code): \_\_\_\_\_

What was your major when you last attended IU? \_\_\_\_\_

What major would you like to pursue if reinstated to IUPUC? \_\_\_\_\_

Note: "General Studies" is a degree program (i.e. major); "Exploratory" is appropriate if you are not sure yet which major you'd like to study.

List all the colleges you are currently attending or have attended since your last enrollment at any campus of Indiana University. Include details of any courses you are currently taking or have completed via Distance Education (online) at any institution of higher learning.

College: \_\_\_\_\_ Date Attended: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

**Attach transcripts, grade reports, certificates, etc. from colleges attended since your last enrollment at Indiana University.**

If reinstated, will you be working (employed or self-employed)? \_\_\_ Yes \_\_\_ No

How many hours per week will you be working? \_\_\_\_\_

**Please respond to ALL of the following questions on a separate sheet(s) of paper. Responses must be typewritten; handwritten responses will not be reviewed. The thought, clarity, and honest reflection in your responses will aid the committee in evaluating and determining your reinstatement to Division of Liberal Arts at IUPUC.**

1. Please explain **in detail** why your grade point average (GPA) fell below an acceptable level. Be sure to include relevant health issues, living arrangements, divorces, death of a family member, or other problems (academic or personal) that you encountered as a student that prevented you from being successful. If a medical problem was involved, please include a physician's statement indicating to what extent your condition affected your academic performance.
2. Please discuss any obstacles or problems that you expect to encounter if reinstated. Be realistic. What steps have you taken or will you take to eliminate these problems? Please describe any other factors that you believe the individuals reviewing this petition should know. Describe why you feel you will be more successful in college if reinstated.
3. In many cases, the reinstatement committee will limit reinstated students in the number of credit hours they can take in their first semester. Even though students may be eligible for financial aid, receiving aid is dependent on the number of credit hours in which a student is enrolled. Please consider and then explain how you will pay for your first semester if reinstated with a limited course load. For the sake of this question, assume that no financial aid is available because your course load is under 6 credit hours.
4. Please tell us a little bit about the major/career you plan to pursue. What factors led you to follow this path? What research have you done on it? Have you shadowed or interviewed anyone in this career field?
5. List what you have done since you were dismissed, including parenting, work, school or military service. If possible, include a letter of reference on business letterhead from one or more of your employers or supervisors.
6. Please indicate any special training programs (i.e., related to work or your military experiences) or classes you have taken since being dismissed. Indicate how well you did and attach relevant documentation.

**Student's signature (in ink):** \_\_\_\_\_

Be sure to print a copy of the Reinstatement Petition before closing this window.

Return your signed petition and \$55 fee to IUPUC via mail or in person to Division of Liberal Arts (CC 162). Thank you for your petition.

IUPUC  
Division of Liberal Arts  
Reinstatement Committee  
4601 Central Avenue  
Columbus, IN 47203