

REINSTATEMENT INFORMATION
College of Engineering

The Engineering **Reinstatement Petition and Contract** documents are attached. The Engineering Academic Standards and Advising Committee (EASAC) convenes reinstatement hearings the Monday of the semester final exam week that precedes the desired reinstatement semester. The university calendar is at <http://www.k-state.edu/cgi-bin/eventview/registrar/academic>.

If you desire to return in a fall semester, your hearing would be the Monday of finals week in the spring. The petition and proposed contract must be returned to 1093 Fiedler Learning Commons no later than 5:00 p.m. on the Monday **before** finals week. How well you follow instructions and the neatness used in completing the documents will be some of the factors considered for possible reinstatement.

Students will be notified of the time for their hearing appointment and they should arrive several minutes early to 1093 Fiedler Learning Commons. Being late or missing your appointment may prevent your reinstatement. The hearing location and additional pertinent instructions will be provided at that time. Students will be given 10 minutes to defend their appeal and answer questions from the committee. ***Only the student and the committee members will be allowed in the room during the hearing, and the decision of the committee is final.***

Be sure you understand all parts of the Study Guide, especially the Semester Time Load Chart for determining a balanced weekly schedule between non-academic activities (including work) and hours enrolled. Use the study guide when completing the Reinstatement Contract and Time Management Chart. These aids can be found online at <http://www.engg.ksu.edu/student-services/studyaids>

Using your semester schedule arranged with the EASAC, complete a time management chart, in pencil. Use the first three weeks of the semester to fine tune your chart and then present it to the Assistant Dean of Student Services in the 4th week of classes of the semester you return (if allowed).

Not balancing credit hours with working hours is the problem for over 85% of the students earning less than "C" grades. Students having financial problems should visit with the Student Financial Assistance office and determine a method of funding their education such that they can follow the study guide. There are other funding methods such as alternating a year of full time work between one or two semesters of school until the degree requirements are completed. An argument that financial needs require a certain number of work hours per week is an insufficient reason for not reducing the hours enrolled. It is much better to earn just 8 hours with > "C" grades, than earn 3 or more hours of "D/F" grades with the 8 hours > "C" grades. When appealing dismissals, no excuses will be accepted for not balancing out a weekly schedule according to the recommendation on the study guide.

If you have questions, you should contact the Engineering Student Services office staff and arrange an appointment with the Assistant Dean to discuss specific situations and possible solutions.

REINSTATEMENT PETITION

College of Engineering

(Print all entries)

Name: _____ Wildcat ID.: _____

Petition is for reinstatement the 20 _____ Spring / Fall semester. (circle)

Your last semester at KSU was 20 _____ Spring / Fall semester. (circle)

Desired Degree Program (curriculum): _____

Degree Option (may not be one): _____

Notification Address: _____

City: _____ State: _____ Zip: _____

Notification Phone: (____) _____ - _____ email: _____

Circumstances causing poor academic performance: _____

(use back of page if necessary)

- _____ Average number of hours/week * spent on **employment your last semester at KSU.**
- _____ Average number of hours/week * involved in non-academic activities, **OTHER THAN WORK, your last semester at KSU.**
- _____ **Total** average number of hours/week spent **on job and/or involved in non-academic activities your last semester at KSU.**
- _____ Average number of credit hours completed with \geq "C" grades your last semester at KSU.

NOTE:

If reinstatement is approved, I understand that this is most likely my only opportunity to continue my education in the College of Engineering, and **I realize if I do not fulfill the agreed upon stipulations of my reinstatement contract, I will be dismissed from the College of Engineering**, even if not dismissed from the University.

If reinstatement is denied, I understand that I may again petition for reinstatement for a later semester. However, if I have been dismissed more than once from KSU, I understand that it is unlikely that I will ever be reinstated by EASAC and it is recommended that I seek a different career.

Signature: _____ Date: _____

* Be sure to include Saturdays and Sundays. Also, it is extremely crucial to your well-being and your opportunity to improve your academic progress that you list these facts to the absolute best of your ability. We are providing the tools, but only you can change your destiny.

REINSTATEMENT CONTRACT

College of Engineering

(Print all entries)

Name: _____ WID.: _____

Desired Degree Program (curriculum): _____ Option: _____

Local Address: _____ Manhattan KS 66502

Local Phone: (_____) _____ - _____

I promise next semester to:

1. work only _____ hrs./week* on my job;
2. involve myself in only a total of _____ hrs./week* in non-academic activities (excluding job);
Total _____ hrs./week* in non-academic activities (including my job);
3. enroll in only _____ total credit hours (see schedule below);
4. follow all parts of the "Study Guide for Analytical Courses" seven days a week;
5. complete a copy of the weekly "Time Management Chart" **in pencil****, for the courses contracted with the Engineering Academic Standards and Advising Committee (EASAC), and provide a copy to the Asst. Dean of Student Services and my advisor by the end of the 3rd week of classes next semester (a pencil allows changes, but changes in the weekly schedule should be rare after the 3rd week**);
6. enroll in the courses listed below (complete a tentative list with pencil, since EASAC may stipulate changes to student's plans) and earn the grades and/or a semester GPA stipulated by EASAC; and
7. discuss my EASAC contract with my advisor and report to him/her on my progress on a timely bases throughout the semester (recommend this visit occur after the results of each group of semester course exams are known).

* Be sure these hrs./wk are as recommended by the "Semester Time/Load Chart" in the "Study Guide for Analytical Courses". Also, be sure to include entries on Saturdays and Sundays, and do not include the hours of sleeping and eating in your totals (those are excluded from the "Semester Time/Load Chart" calculations).

** **Do not complete the "Time Management Chart provided until after the contract is finalized. Be sure to list all totals in the appropriate rows and at the end of the columns where noted.** Never skip any activities, especially study periods. Extra copies of the "Time Management Chart" can be found online at <http://www.engg.ksu.edu/studentservices/studyaids>

MY NEXT SEMESTER SCHEDULE and ESTIMATED GRADES (enter tentative list for EASAC to consider)

Course	Description	Units	Grade	Course	Description	Units	Grade
_____	_____	____	____	_____	_____	____	____
_____	_____	____	____	_____	_____	____	____
_____	_____	____	____	_____	_____	____	____

Total Semester Hours....._____ Required Semester GPA (EASAC stipulates this value if part of contract)....._____

Additional contract requirements by EASAC: _____

Reinstatement approved _____ Reinstatement denied _____

EASAC Chairman Signature: _____ Date: _____

I the undersigned, understand the action of the Academic Standards Committee.

Student Signature: _____ Date: _____

Note: Do not sign until you have seen the final contract set by EASAC.