UNDECLARED STUDENT REINSTATEMENT PETITION PROCESS

The Reinstatement Committee requests that when you receive a Reinstatement Petition from a student, after signing the petition please complete the following within two (2) business days:

1. Draft a brief written statement recommending/not recommending reinstatement, and your underlying rationale.
2. Scan and email to Andrea and Lorraine the following:
   a. Completed petition form
   b. Transcript(s)
   c. Student statement
   d. Any supporting documentation from the student
   e. EARS notes
   f. Your brief statement
3. Submit originals of all of the above to Lorraine.
4. If it is your practice, keep a copy for your records.

Please note:

- Students who have been dropped from UW Tacoma are required to sit out one (1) quarter unless an exception is made by the Reinstatement Committee.
- A decision by the Reinstatement Committee must be made by the Friday before the first day of each quarter.
- Students should generally expect to receive a response from the Reinstatement Committee within one week of submitting their completed petition.
- Late submissions will be reviewed and considered for the following quarter.

Reinstatement Petition form and information are available online.