

### 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](#).