

# Student Services Manual (SSM)

## SSM 202–03: Reinstatement from Academic Disqualification of Continuing Undergraduate Students

Effective: 8/15/1925

Revised: 11/1/2023

### Purpose

To allow an undergraduate student to be reinstated at the university for the purpose of registration after academic disqualification

### Sources

University Admissions Services Board

Individual colleges within the university

### Applicability

This policy applies to undergraduate students who:

1. have been academically disqualified

and

2. seek reinstatement immediately after academic disqualification with the intention of continuing enrollment without interruption.

### Policy

To be reinstated, a disqualified student must submit a request for reinstatement and receive approval from:

1. the disqualifying college, if the student wishes to remain in that college

or

2. the new college, if the student wishes to transfer to another college within the university.

### Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> <li>1. Submit reinstatement request to the               <ol style="list-style-type: none"> <li>a. the dean’s office in the disqualifying college, if the student wishes to remain in that college</li> </ol> <p style="text-align: center;">or</p> </li> </ol>

	b. the dean’s office in the new college, if the student wishes to transfer to another college in the university.
College or University Admissions Services Board	2. Approve or disapprove the application for reinstatement.
	If not approved:
	3. Notify the student in writing that the application was not approved.
	If approved:
	4. Notify the University Registrar Services that the application was approved.
University Registrar Services	5. Reinstate the student.
Reinstated student	6. Verify that the reinstatement has been processed at University Registrar Services.

### **Cross-References**

An academically disqualified student who has not enrolled in classes for one or more semesters must apply for reinstatement and readmission. (See [SSM 202–02](#), “Readmission Requiring Reinstatement from Academic Disqualification of Undergraduate Students.”)