

## Academic Suspension – Request for Reinstatement After Mandatory Time Off

Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

### Mandatory Time Off Guidelines:

#### 1st Suspension

Mandatory term off

#### 2nd Suspension

Mandatory year off (4 terms)

**-OR-** 24 transfer credits with a  
2.5 GPA or higher

#### 3rd (+) Suspension

Mandatory year off (4 terms)

### Instructions to Request Reinstatement After Mandatory Time Off:

1. You may request reinstatement after completing your mandatory time off or transfer credit requirement.
  - a. If you completed 24 transfer credits submit an official transcript with your request
2. Submit your completed petition form to the Office of the Registrar

Term Suspended: \_\_\_\_\_ Year: \_\_\_\_\_ Term Requesting Reinstatement: \_\_\_\_\_ Year: \_\_\_\_\_

This is your: ☐ First Suspension ☐ 2<sup>nd</sup> Suspension ☐ 3<sup>rd</sup> or More Suspension

Completed: ☐ 1 Term Off ☐ 1 Year (4 terms) Off ☐ 24 Transfer Credits with a 2

**(Please Note:** Readmission Application Required for Absences of 4+ Terms.)

By signing this document, I acknowledge that I will meet with an advisor in Student Success and Advising (SSA) at least twice before week 7 of the term. I understand that if I do not successfully receive a term GPA of 2.0 or higher, I will be re-suspended.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Complete this form and email a PDF copy or picture (png, jpeg, etc.) to [registrar@wou.edu](mailto:registrar@wou.edu) from your WOU email address. Login to Wolf Web and check to see if you have any outstanding registration holds. Registration holds must be resolved before you are able to register. Reach out to the Office of the Registrar if you have questions or require assistance at (503) 838-8327.

#### Office use only:

Received by & date \_\_\_\_\_

☐ SFAREGS ☐ SHATERM ☐ SHISASA ☐ 24 transfer credits 2.5 GPA

☐ SGASTDN ☐ SHAINST ☐ SFAREGS ☐ Notified Student

Processed by & date \_\_\_\_\_