

## Academic Reinstatement

### *A Petition Process for Undergraduate Students who have been Academically Dismissed*

An undergraduate student who has been academically dismissed can seek reinstatement to Seattle Pacific University through petition, following one of the three pathways outlined below. Evidence of improved academic performance is a critical component to this petition process. A student seeking academic reinstatement will be required to meet the following conditions:

- Meet with his or her [academic counselor](#) to develop a plan for reinstatement
- Take a minimum of two quarters away from Seattle Pacific University (can include summer quarter)
- Enroll in at least 15 pre-approved transferrable credits at a two or four year college or university, earning at least a 2.5 GPA (the 15 required credits cannot include more than four courses and must be taught in English). Courses must be pre-approved as sufficiently rigorous by the academic counselor. A [Course Approval](#) form is required.

#### Petition Process

All students seeking academic reinstatement after the minimum two quarters away are required to submit the following:

- [Academic Reinstatement Petition](#) (see additional information under Personal Statement)
- Official transcript from the two or four year institution the student has attended since academic dismissal

Additional requirements unique to the pathways are listed in the chart below. The earned GPA in the pre-approved courses will determine a student's reinstatement pathway.

<b>Pathway One:</b> Review by Academic Reinstatement Committee	<b>Pathway Two:</b> Guaranteed Reinstatement	<b>Pathway Three:</b> Academic Renewal, Review by Academic Reinstatement Committee
✓ Complete at least 15 credits of pre-approved transferrable credits through a two or four year institution (cannot include more than four courses)	✓ Complete at least 15 credits of pre-approved transferrable credits through a two or four year institution (cannot include more than four courses)	✓ For students who have been dismissed from Seattle Pacific University five or more years ago and have not applied for reinstatement
✓ Earn a cumulative 2.5 GPA or higher in pre-approved coursework completed after academic dismissal	✓ Earn a cumulative 3.3 GPA or higher in pre-approved coursework completed after academic dismissal	✓ No minimum credits or GPA threshold required through another institution
✓ <b>Required:</b> <a href="#">Supporting letter</a> from faculty advisor or advisor in intended major	✓ <b>Optional:</b> <a href="#">Supporting letter</a> from faculty advisor or advisor in intended major	✓ <a href="#">Re-Admission Application</a>

#### Pathway Three: Academic Renewal

If the student petitioning has not been enrolled at Seattle Pacific University for more than five years, he or she may be eligible for Academic Renewal. Students in this category would be able to petition for reinstatement without providing evidence of academic improvement through another institution. Students would still need to complete the following steps:

- Meet with his or her academic counselor
- Complete an [Academic Reinstatement Petition](#)
- Submit a [Re-Admission Application](#) to the Office of Admissions

If approved, students will re-enter Seattle Pacific University under the current catalog year and will be subject to any changes in degree requirements. A student will still be considered on academic probation upon re-entry until his or her SPU GPA is a 2.0 or higher (see Approved Academic Reinstatement).

### Academic Reinstatement Petition: The Personal Statement

The [Academic Reinstatement Petition](#) requires a personal statement from the student, and it is a critical piece to the reinstatement process. The statement should be a thoughtful evaluation of the student's current academic standing, and should include:

- A careful reflection of the factors that contributed to the academic dismissal
- How those challenges have been addressed while attending another institution, and how the student will continue to address those issues while attending Seattle Pacific University
- Clearly defined academic goals and plan of study, including a list of courses the student hopes to enroll in during the initial quarter of return. It is recommended that a student work with his or her academic counselor to devise a reasonable course schedule.

### Deadlines

For pathway one and three, all petition materials (including transcripts) must be submitted by the deadlines listed below. Since reinstatement is guaranteed for pathway two, petitions (must include transcripts) will be accepted up to **10 days** prior to the start of the quarter for which the student is petitioning. Letters of reference (if required) can be submitted [online](#) or emailed directly to the student's [academic counselor](#).

Deadlines for reinstatement petitions are as follows.

Autumn Quarter	September 1
Winter Quarter	December 1
Spring Quarter	March 1
Summer Quarter	June 1

*\*If the date is a non-business day, all materials must be submitted the business day prior.*

Petitions for pathway one and three are reviewed by the Reinstatement Committee within one week of the deadline, and the decision will be communicated by the University Registrar via email. Petitions for pathway two will be reviewed by the academic counselor and students will receive communication and registration information from the academic counselor within 10 business days.

### Approved Academic Reinstatement

If approved, a student's course load is restricted to a maximum of 13 credits for at least one quarter. The class schedule will be determined by the academic counselor or Academic Reinstatement Committee. Although academically reinstated, students are still considered on academic probation. Students must earn at least a quarterly GPA of 2.3 in the quarter they return or earn a high enough quarterly GPA to improve the cumulative SPU GPA to a 2.0 or higher. Students who do not meet this threshold in the quarter they return will be academically dismissed for a second time.

Official transcripts, letters of reference, and any other critical documentation can be submitted directly to the Academic Counseling Office in Demaray Hall 120 or mailed to:  
Seattle Pacific University  
3307 3<sup>rd</sup> Ave W, Ste 113  
Seattle WA 98119