



OKLAHOMA STATE UNIVERSITY  
Office of Academic Affairs

**ACADEMIC REINSTATEMENT PETITION FOR SPRING 2025  
FOR STUDENTS SUSPENDED FALL 2024**

**Submission Deadline: January 8, 2025 at Noon  
Submit to: Director of Student Academic Services**

**Director of Student Academic Services must sign form.**  
Please contact your Student Academic Services Office before submitting the form. Questions about the form can be directed to the Office of Academic Affairs at 405-744-5627.

**Only complete this form if this is your first academic suspension.**

**This form must be received by the Director of Student Academic Services (DSAS) by 12:00 noon, Wednesday, January 8, 2025.  
Please see the "Options for Continued Enrollment" sheet for further instructions.**

Student Name (First & Last): \_\_\_\_\_

Banner ID: \_\_\_\_\_

College: \_\_\_\_\_

Advisor: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**A. Basis for Appeal (Check appropriate box.)**

- Transfer coursework increases overall GPA to retention standards (usually  $\geq 2.0$ )
- Death of immediate relative
- Serious illness
- Cognitive or physical disability (Note: Any disability – including learning disability – must be registered with OSU's Office of Student Accessibility Services to be considered as a basis for appeal)
- Severe financial distress
- Direct, significant work conflicts (unexpected, highly unusual, rare occurrence)
- Unexpected, substantial family obligations
- Personal crisis
- Other (must specify): \_\_\_\_\_

**B. Reason for Appeal and Resolution.** Address the following items on a separate sheet and include your name and Banner ID number at the top. The attached sheet should be typewritten.

- 1. Reason for Appeal.** Explain the impact of the extraordinary circumstances checked above as your basis for appeal that contributed to your academic deficiency. Be sure to address past academic performance.
- 2. Resolution.** Describe how the circumstances have been resolved and will no longer hinder your academic performance. Explain what steps you have taken to prevent the problem from happening again. Include a detailed explanation of your improvement plan.

**C. Documentation.** (Check the appropriate box; you must check at least one. Attach documentation to petition and written statement):

- Official transcript for transfer courses or copy of OSU transcript showing overall GPA at retention standard must be submitted to Office of the Registrar, 322 Student Union, by Thursday, January 9, 2025, at 5:00 PM.
- Copy of death certificate or obituary
- Physician's statement or other type of medical documentation
- Proof of disability (Student must submit a statement from OSU's Office of Student Accessibility Services summarizing accommodations and functional impact of disability on the student's academic performance. Documentation of the disability by an appropriate qualified professional must be submitted to the Office of Student Accessibility Services before the appeal is submitted.)
- Financial documentation supporting financial distress
- Employer's statement regarding work conflicts (must be on company letterhead)
- Other (must specify): \_\_\_\_\_

**D. College Review. Submit this form, your written statement, and appropriate documentation to your college's Director of Student Academic Services (DSAS). The deadline to submit is noon, Wednesday, January 8, 2025.**

\_\_\_\_\_  
Signature, Director of Student Academic Services (DSAS)

\_\_\_\_\_  
Date

Director of Student Academic Services will submit a copy of this petition to Academic Affairs by 12:00 noon, Thursday, January 9, 2025.