

**REQUEST FOR REINSTATEMENT  
COLLEGE OF EDUCATION  
KANSAS STATE UNIVERSITY**

**NOTE: Attendance at the reinstatement meeting is mandatory**

<b>Name:</b> _____	<b>WID:</b> _____
<b>Email Address:</b> _____	<b>Phone:</b> _____
<b>Reinstatement requested for:</b> Semester: _____ Year: _____	

1. What was your major when you last attended K-State? \_\_\_\_\_

2. What will your major be, if reinstated?

Elementary Education \_\_\_\_\_  
Secondary Education \_\_\_\_\_

Education Studies \_\_\_\_\_  
Teaching Field \_\_\_\_\_

3. Print your Academic History report from KSIS -or- get a transcript from the Registrar's Office: <https://www.k-state.edu/registrar/transcripts/option/untitled.html>

**Use it to answer the following:**

- a. What is your current K-State grade point average \_\_\_\_\_
- b. How many credit hours have you attempted (include failed courses and incompletes) at K-State? \_\_\_\_\_
- c. How many credit hours have you failed at K-State? \_\_\_\_\_

4. What courses do you propose to take the semester you are reinstated?

Subject/ Number	Course Title	Credits

**Address the following questions in an essay (2 page limit) requesting reinstatement:**

1. What is your goal in completing work at K-State?

2. Look at the list below.

What obstacles contributed to your low grade-point average at K-State?

- ❖ Missing assignments
- ❖ Difficulty with note taking
- ❖ Learning disability
- ❖ Anxiety about tests, grades, performance, etc.
- ❖ Inadequate preparation for tests, projects, quizzes
- ❖ Problems with reading, writing or math skills
- ❖ Poor study habits such as cramming, lack of preparation, etc.
- ❖ Coursework more difficult than former college or university
- ❖ Unaware of the add/drop policies at K-State
- ❖ Unhappy with instructor(s)
- ❖ Lack of confidence in ability, fear of failure, family pressures
- ❖ Work obligations
- ❖ Problems at work
- ❖ Financial issues, such as excessive debt or inadequate financial aid
- ❖ Housing or roommate issues
- ❖ Personal or family health concerns
- ❖ Personal or family relationship concerns
- ❖ Excessive time on computer/TV/Gaming/Social Media
- ❖ Feeling Overwhelmed (too many credit hours, activities, social events)
- ❖ Excessive commuting time
- ❖ Poor attendance
- ❖ Missing assignments
- ❖ Lack of motivation or boredom in class
- ❖ Other

3. How will you overcome those obstacles?

4. Will you be employed, if reinstated? If yes, where? How many hours per week will you work?

5. In what activities will you be involved outside of studies and employment?

**Before the Reinstatement Committee Meeting, schedule an appointment with an advisor in the Center for Student Success and Professional Services (Bluemont 14, csps@ksu.edu) to discuss your plans.**

*I have completed this form and to the best of my knowledge the information is correct.*

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Signature

Date

**Submit this form, your transcript/academic history report, and your essay, to Bluemont 261 or Darwin Brown at darwinb@ksu.edu**

Department of Curriculum and Instruction  
261 Bluemont Hall, 1114 Mid-Campus Dr. North, Manhattan, KS 66506