

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

NOTE: Attendance at the reinstatement meeting is mandatory

Name: _____	WID: _____
Email Address: _____	Phone: _____
Reinstatement requested for: 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 KSU grade point average _____
- b. How many credit hours have you attempted (include failed courses and incompletes) at KSU? _____
- c. How many credit hours have you failed at KSU? _____

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 KSU?

2. Look at the list below. What obstacles contributed to your low grade-point average at KSU?

- ❖ 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 13, cssps@ksu.edu) to discuss your plans.

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

Signature

Date

**Submit this form, your transcript/academic history report, and your essay, to
Cassandra Adams (csgriffing@ksu.edu)**

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