GATTON COLLEGE OF BUSINESS & ECONOMICS
PROCEDURES FOR REINSTATEMENT

Reinstatement to the University of Kentucky is **not automatic.** Evidence must be presented that you are capable of performing at the required level to prevent a subsequent suspension and that there is potential for graduation in the academic field of your interest.

General Rules for Reinstated Students

(Excerpted from the University Bulletin)

A student who has been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the University if:

The student acquires any additional deficit during any semester or session while the student is on scholastic probation.

The student has failed to meet the requirements for removal from scholastic probation by the end of the third semester following the reinstatement.

Once a reinstated student has been removed from probation, he/she shall be subject to the same conditions for subsequent academic suspension as a student who has not previously been academically suspended.

Process for reinstatement:

1. Complete the attached Application for Reinstatement including a written personal statement (Item #11 Personal Statement- on attached application) and bring to 144 Gatton (Attn.: Assistant Director of Advising, Howard, Johnson (howard.johnson@uky.edu).

a. What factors contributed to your poor academic performance? Think about your previous academic difficulties and discuss why you haven't succeeded in the past.
b. Have these factors been resolved? How?
c. What are your educational goals? Why do you wish to return to UK to continue your education?
d. In what ways are you more prepared to return to school at this time? Describe your plans if you are admitted—why you will succeed this time.
e. Discuss anything you have done since your suspension which relates to your preparation and readiness to return to UK. Discussion may include items such as remedial course work, employment, training/tutorial programs, medical treatment, etc.

2. If you have attended **any** educational institution, official transcripts showing grades of all coursework attempted **must be submitted with your application.**

Second reinstatements should follow these same guidelines but will require approval of the University Senate Council. This could result in additional processing time required that could delay entry for the requested term. A special committee of the University Senate Council will consider your request upon recommendation from the College. The committee meets on a limited periodic basis.

The University Senate Council has the final responsibility, upon recommendation from the College, of deciding whether to reinstate a student who has been suspended more than once.

3. To receive fullest consideration, completed application (including detailed personal statement) and transcripts must be received by Gatton College by the following deadlines:

For reinstatement for Fall semester: May 15
For reinstatement for Spring semester: October 1
For reinstatement for Summer term: March 1

4. **Application for readmission to the University is a separate process. You must submit a University application for admission to the Office of Admissions, 100 Funkhouser Bldg. Readmission deadlines and applications are available on the UK Admissions website at** http://www.uky.edu/Admission/readmission.htm

Application deadline for Fall semester: July 1
Application deadline for Spring semester: December 1
Application deadline for Summer term: April 15

You may also receive an application by calling 859/257-2000. Your application for readmission to UK will not be processed until verification of reinstatement is received from this office (first reinstatement) or the University Senate Council (second reinstatement).

Please call (859) 257-4627 if you have questions about the reinstatement process.

APPLICATION FOR REINSTATEMENT
Gatton College of Business & Economics
144 Gatton
University of Kentucky
Lexington, KY 40506-0034

Note: An application for reinstatement should be submitted to the College of the program you wish to enter. This application is for students wishing to be reinstated into a program in the Gatton College of Business & Economics.

Gatton College reinstatement application deadlines:

To receive fullest consideration, completed application (including detailed personal statement) and transcripts must be received by Gatton College by the following deadlines:

For reinstatement for Fall semester: May 15
For reinstatement for Spring semester: October 1
For reinstatement for Summer term: March 1

Note: second reinstatements require approval of the Senate Council and will result in significant additional processing time.

1. Name_____
(Last) (First) (Middle or maiden)

2. Student ID Number_____ Phone Number _____ Email_____

3. Current Address_____
(Street) (City) (State) (Zip)

4. Semester you wish to re-enter _____

5. Major(s) you wish to enter_____

6. What was your College/major enrolled in at time of suspension_____

7. Date suspended from the University of Kentucky _____ (month) (year)
Was this your first suspension? ☐ yes ☐ no

8. Other institution(s) attended since the date suspended:
_____
(College) (Dates attended) (Hours earned)

9. Please supply an official copy of your transcript(s) if you have attended any institutions or completed any correspondence courses since your suspension.

10. Work experience, including military service since last attendance
_____
_____

11. **Personal Statement** - Please attach a separate sheet explaining the factors that contributed to your current academic status and why you feel you can now perform at the required level. See Procedures sheet for list of issues to address in your personal statement. Personal statements need to be in one of the following formats: .doc / .docx / .pdf.

I, the undersigned, do hereby apply for reinstatement to the University of Kentucky and have read the conditions of reinstatement and fully understand that failure to meet the University requirements for reinstated students may result in a second suspension from the University of Kentucky.

Date _____ Signature _____

ACTION OF THE DEAN

Reinstatement **approved** with probation ____☐____; without probation ____☐____

Reinstatement **disapproved**__☐__

_____
Associate Dean for Undergraduate Affairs Date Director of Advising Date