

REINSTATEMENT INFORMATION
College of Engineering

The Engineering **Reinstatement Petition and Contract** documents are attached. The petition and proposed contract must be returned to 1042 Rathbone Hall no later than 5:00 p.m. on the Wednesday preceding your hearing date. If you desire to return in a fall semester, your hearing would be the Monday of finals week in the spring. How well you follow instructions and the neatness used in completing the documents will be some of the factors considered for possible reinstatement.

The Engineering Academic Standards and Advising Committee (EASAC) holds reinstatement hearings the Monday of the semester final exam week that precedes the desired reinstatement semester. The university calendar is at <http://www.k-state.edu/cgi-bin/eventview/registrar/academic>.

Students will be notified of the time for their hearing appointment and they should arrive several minutes early to 1042 Rathbone Hall. Being late or missing your appointment may prevent your reinstatement. The hearing location and additional pertinent instructions will be provided at that time. Students will be given 10 minutes to defend their appeal and answer questions from the committee. ***Only the student and the committee members will be allowed in the room during the hearing, and the decision of the committee is final.***

Be sure you understand all parts of the Study Guide, especially the Semester Time Load Chart for determining a balanced weekly schedule between non-academic activities (including work) and hours enrolled. Use the study guide when completing the Reinstatement Contract and Time Management Chart. These aids can be found online at <http://www.engg.ksu.edu/studentservices/StudyAids.html>.

Using your semester schedule arranged with the EASAC, complete a time management chart, in pencil. Use the first three weeks of the semester to fine tune your chart and then present it to the Assistant Dean of Student Services in the 4th week of classes of the semester you return (if allowed).

Not balancing credit hours with working hours is the problem for over 85% of the students earning less than "C" grades. Students having financial problems should visit with the Student Financial Assistance office and determine a method of funding their education such that they can follow the study guide. There are other funding methods such as alternating a year of full time work between one or two semesters of school until the degree requirements are completed. An argument that financial needs require a certain number of work hours per week is an insufficient reason for not reducing the hours enrolled. It is much better to earn just 8 hours with > "C" grades, than earn 3 or more hours of "D/F" grades with the 8 hours > "C" grades. When appealing dismissals, no excuses will be accepted for not balancing out a weekly schedule according to the recommendation on the study guide.

If you have questions, you should contact the Engineering Student Services office staff and arrange an appointment with the Assistant Dean to discuss specific situations and possible solutions.

