December 16, 2015

Please consider this as official notification of your academic dismissal from Illinois State University due to your poor academic performance during the fall semester. As a result of your dismissal, you will not be allowed to enroll in any courses for future terms at Illinois State. Any course(s) for which you have advance registered will be dropped from your course schedule.

Additionally, the Financial Aid Office and University Housing Services will be notified of your dismissal from the University. You will not be charged with tuition or fees for the spring semester and any excess funds in your university account will be refunded. If you currently reside in University housing, it is your responsibility to properly check out of the residence halls or university apartments as failure to do so will result in additional charges.

At this time, you may petition your dismissal. The University will consider reinstatement only in rare situations for which circumstances beyond the student’s control contributed to poor academic performance. In order to petition for reinstatement, you must complete the following:

1. **Review the University College Web site** — The University College web site, universitycollege.IllinoisState.edu/advising/dismissal, provides you with information regarding your dismissal as well as the petition for reinstatement form which can be submitted online.

2. **Write and Submit your Petition for Reinstatement** — Submit your petition for reinstatement to University College by choosing from one of the following options:
   a) submit your petition online via universitycollege.IllinoisState.edu
   b) hand-deliver your petition to University College, room 324, Fell Hall
   c) send it via fax to: (309) 438-7644
   d) mail to: Illinois State University, University College, Reinstatement Committee, Campus Box 4060, Normal, IL 61790-4060.

   You are strongly encouraged to contact our office by telephone at (309) 438-3217 to verify receipt of your appeal.

3. **Meet established deadline dates** — Your petition for reinstatement for the spring semester must be received no later than 4:30 p.m. on January 4, 2016. If your petition is received after this date, you will be considered for the following fall/summer semester.
Notification of the Reinstatement Committee’s decision regarding your petition will be sent by email to your Illinois State email account. In addition, notification will also be sent by mail to your home address. If you are reinstated, your course schedule will not be dropped. Please note, the University will be closed December 24, 2015 through January 1, 2016 and will reopen at 8 a.m. on January 4, 2016.

If you wish to return to Illinois State at a later date, you are strongly encouraged to consult the Undergraduate Catalog in effect at the time you wish to re-enroll or visit universitycollege.illinoisstate.edu/advising/dismissal/ for more information regarding readmission and reinstatement procedures. In addition, it is recommended that you research the requirements for readmission through the New Start Program by applying online at IllinoisState.edu/apply. For more information about the New Start program, visit admissions.illinoisstate.edu/returning/apply/new_start/.

If you have further questions, please contact University College by telephone at (309) 438-3217 or via email at UniversityCollege@IllinoisState.edu.

Sincerely,

Amy Roser
Associate Director, University College
Chair, University Reinstatement Committee