

## **UASH Petition for Reinstatement**

Name:	UID: _	UID:		
Class Year:	Option: Advisor Name:			
Caltech Email:	Other Email:			
Cell Phone:	Pronouns (optional):			

## **INSTRUCTIONS**

- 1. Please read <u>UASH Handbook</u> before writing and submitting this petition.
- 2. All information provided on this form is <u>PRIVATE</u> and will only be shared with those who have a need to know. *If you are concerned about revealing deeply personal issues in your petition or to particular UASH members, please discuss methods for handling this with the Deans.*
- 3. If you plan to submit medical documentation, please use the Provider Report Form.
- 4. Your petition must be submitted to the Registrar's Office. Please check the UASH website at <a href="https://www.registrar.caltech.edu/uash">www.registrar.caltech.edu/uash</a> for deadline to submit documents.
- 1. What factors led to your ineligibility? Please explain (attach a separate sheet of paper if necessary):

2.	If you are petitioning for reinstatement after a period of absence from Caltech, explain what you did while you were not registered. Be sure to include jobs held (specify position, employer, and period of employment) and courses taken elsewhere (specify course titles, institution, and grades earned) as well as any other structured activity. Please consider submitting documentation such as unofficial transcripts or employer letters.
3.	List any strategies, actions, or changes that you intend to implement in order to improve your academic performance if you are reinstated.
4.	Explain the primary reasons that you believe you would be able to meet Caltech's (minimum) academic requirements if you are reinstated.

5.	If there are any outstanding E's or I's remaining on your transcript, explain, for <i>each</i> of them, why you did not complete the E or I before petitioning UASH for Reinstatement. If you have completed your outstanding work and your new grade is not yet reflected on your transcript, be sure to include a signed note from the instructor of the course confirming that the work has been done and giving the appropriate grade. If you haven't finished, submit a note from the instructor saying what work remains outstanding.						
6	List the course(s) yo	u intend t	o take in the next thr	as tarms if you	i ara rainstatad*:		
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\*If a student's academic plan ultimately exceeds 12 attempted terms (includes terms where W grades were received but not summer terms), they may be required to concurrently submit a Further Work petition.

## PLEASE HAVE YOUR ADVISOR COMPLETE THE FOLLOWING:

<ol> <li>I have spoken with</li> <li>do support their petition.</li> <li>do not support their petition.</li> </ol>	about this matter and I
Please provide a reason for your recommendation (required)	on and any other comments or helpful information
Advisor Signature	Date
Student Signature	Date
International Student Programs Signature (INTERNATIONAL STUDENTS ONLY)	Date