

# CLA&S READMISSION PETITION

KU COLLEGE OF LIBERAL ARTS AND SCIENCES  
COLLEGE ADVISING & STUDENT SERVICES, 109 STRONG HALL  
1450 JAYHAWK BLVD., LAWRENCE, KS 66045-7535

NAME: \_\_\_\_\_ KUID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS (this is required): \_\_\_\_\_

READMISSION TERM: \_\_\_\_\_ - *Readmission Petitions must be submitted the Friday before the term starts.*

**PLEASE NOTE:** Readmission petitions are only necessary if you do not meet the requirements for readmission after dismissal as stated below. It is extremely rare for a readmission petition to be approved. The committee that reviews these petitions feels that the readmission guidelines are in the student's best interest. While you wait for a decision you should continue to plan on meeting the below readmission after dismissal requirements.

## STEP 1: INDICATE WHAT READMISSION REQUIREMENTS YOU HAVE NOT MET BY CHECKING THE BOX(S) BELOW.

Please check all that apply			
1 <sup>st</sup> Dismissal	<input type="checkbox"/> My GPA since dismissal is less than a 2.50	<input type="checkbox"/> I have not completed 3 transferable hours in KU Core Goals 1 – 5	<input type="checkbox"/> I have not sat out at least one full Fall or Spring semester.
2 <sup>nd</sup> Dismissal	<input type="checkbox"/> My GPA since dismissal is less than a 2.50	<input type="checkbox"/> I have not completed 3 transferable hours in KU Core Goals 1 - 5	<input type="checkbox"/> I have not sat out at least one full academic year.
3 <sup>rd</sup> Dismissal	<b>A third dismissal is final.</b>		

## STEP 2: APPLYING FOR READMISSION

You need to make sure you apply for readmission before you submit your readmission petition. You can apply for readmission at [www.admissions.ku.edu](http://www.admissions.ku.edu). **There is an application deadline for readmission and you are responsible for meeting that deadline.** If you have been recently dismissed and you are applying for the next semester you do not need to apply for readmission. In this case you need to submit a reinstatement petition.

## STEP 3: GATHER DOCUMENTATION

Before you start writing your petition you should gather the documentation that will support your position. Documentation can include but is not limited to medical documentation, death notice and letter of support.

## STEP 4: WRITING THE PETITION

Your typed petition must address the following points. For clarity, please reproduce these points as headings in your typed petition.

- What readmission after dismissal requirement(s) has not been met? Why haven't they been met?
- Explain why you feel an exception should be made for you?
- What documented extreme or unusual circumstances should be taken into consideration that prevented you from doing well at KU and/or during your time away from KU?
- What steps do you plan on taking to improve your academics at KU if you were allowed to be readmitted or remain at KU? Please be specific.
- If approved, you will need to earn at least a 2.50 KU term GPA. Please tell us the specific grades you plan on earning in the classes you hope to enroll in.

## STEP 5: SUBMIT THE PETITION AND DOCUMENTATION

Submit this form and your petition together with **all** relevant documentation to:

CLA&S College Advising & Student  
Services, 109 Strong Hall  
1450 Jayhawk Blvd.  
Lawrence, KS 66045-7535

or Fax petition to 785-864-5806  
Call 785-864-3500 to confirm receipt of faxed petition

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_