

## Step 1: Contact an Academic Advisor in the ASC.

While your GPA is below a 2.0, you will be unable to declare into any other major. It is best that you contact and continue to work with your academic advisor in the Academic Success Center (ASC – 702-895-3177). Discuss the situation as honestly as possible so that the academic advisor can provide you with the best possible feedback.

## Step 2: Print an early reinstatement petition form.

Visit: [https://www.unlv.edu/sites/default/files/page\\_files/27/EarlyReinstatementForm.pdf](https://www.unlv.edu/sites/default/files/page_files/27/EarlyReinstatementForm.pdf)

Complete the top portion (Name, NSHE, Address, etc). Skip the box labeled “Registrar’s Office Use Only.”

## Step 3: Gather supporting documentation.

The type of documentation needed will vary depending on the circumstance, so please communicate with an academic advisor in order to discuss options based on your individual situation. Useful documentation has visible dates that align with your story.

The following are examples of useful documentation: **death certificate, medical bills, police reports, lease information, transcripts, etc.** In some situations, signed statements from individuals other than yourself can be accepted as documentation, though these will not be as strong as an official record. Copies are acceptable, but originals are preferred when available.

## Step 4: Prepare the justification.

This is best done by writing “See Attached” in the justification box, and including a 1-2 page typed, double-spaced essay that addresses the following:

- 1) What happened leading up to your suspension.
- 2) How the attached documentation supports that story. Dates on the documentation must match your story.
- 3) Why your academics will be improve upon returning early (e.g., *“My medical condition has been resolved, as evidenced by the attached doctor’s note”*).

## Step 5: Sign the petition.

The signature line is located at the bottom right hand corner of the justification box. **Do not worry about gathering the signatures located in the Reinstatement Action box** – that will be taken care of when you turn the petition in.

## Step 6: Submit the petition to the ASC.

Bring the petition to the front desk of the ASC and request for it to be given to the ASC’s appeals committee. The ASC’s appeals committee reviews petitions on Tuesdays at 9:00am (once or twice per month, depending on Faculty Senate’s meeting schedule) and will approve or deny them. It is then forwarded to Faculty Senate for review, and Faculty Senate will then approve or deny. Faculty Senate’s decision is final, regardless of the ASC’s decision. Faculty Senate is located in FDH 220 or can be contacted via telephone at 702-895-3689. There is not an appeal process available for petitions denied through Faculty Senate.

*This handout was created to help students understand how to build a case for early reinstatement from university suspension. Following these guidelines does not guarantee that the petition will be approved. Approval will be based on the strength of the case relative to the documentation provided, and is ultimately based on the discretion of Faculty Senate. Please visit with an academic advisor to discuss additional options in the event that the petition is not approved.*