

**STUDENT PETITION FOR REINSTATEMENT**

According to Bradley University regulations, any student dismissed for inadequate grade point average has the right to appeal to the Academic Review Board for reinstatement to the university. Ordinarily, a student should not anticipate reinstatement until after one full regular semester has intervened.

To petition for reinstatement you must complete the following:

1. Complete this form and accompany it with a ***typewritten letter*** of appeal. The letter should contain ***all*** pertinent facts and supporting evidence. It should also address three specific issues.
  - A. Provide an explanation for your inadequate grade point average.
  - B. Give a rationale or plan of action for future academic success.
  - C. Outline the college and courses that you are currently taking.
2. Deliver the accompanying Department Review form to your academic advisor or the Chair of your major's department.
3. The Petition Form, Departmental Review Form, and letter of appeal are ***your responsibility*** and must be returned to:

**ACADEMIC REVIEW BOARD**

**Dr. Kevin Swafford, Chairperson, OR**

**Amy Summers, Academic Coordinator**

**Bradley University, 1501 W. Bradley, Bradley Hall 200**

**Peoria, IL 61625**

**Phone: (309) 677-2384 • [asummers@fsmail.bradley.edu](mailto:asummers@fsmail.bradley.edu)**

Complete the following questions (please print or type).

1. Name: \_\_\_\_\_ Bradley ID#: \_\_\_\_\_
2. Date dismissed: \_\_\_\_\_ Total # of hours earned: \_\_\_\_\_
3. College or school: \_\_\_\_\_ Major field: \_\_\_\_\_
4. Do you plan to change your major? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, to what major? \_\_\_\_\_
5. Classification (Circle)      Freshman      Sophomore      Junior      Senior
6. Academic Advisor's name: \_\_\_\_\_
7. Taken classes elsewhere since being **DISMISSED FROM BRADLEY**? Yes \_\_\_\_\_ No \_\_\_\_\_  
Where: \_\_\_\_\_
8. Email address to which answer should be sent? \_\_\_\_\_
9. Telephone number: \_\_\_\_\_
10. This petition requests reinstatement as a \_\_\_\_\_ full-time student; or \_\_\_\_\_ part-time student, for the term beginning \_\_\_\_\_

**DEADLINE FOR APPLYING FOR FALL REINSTATEMENT – JULY 1**

**DEADLINE FOR APPLYING FOR SPRING REINSTATEMENT – DECEMBER 1**

**DEPARTMENTAL REVIEW FORM**

**TO ACCOMPANY PETITION FOR REINSTATEMENT**

**TO THE STUDENT:** In addition to completing the PETITION FOR REINSTATEMENT FORM and writing an accompanying letter as specified, **you must submit this Departmental Review Form to your advisor.** Your Petition cannot be considered until these three sets of information are received by the ACADEMIC REVIEW BOARD.

**TO THE ADVISOR AND CHAIRPERSON: PLEASE EXPEDITE.** Return to the Chairperson of the Academic Review Board in Bradley Hall 200 as soon as possible. This input is needed to supplement the student's petition and aid the Board in their subjective judgment. Your cooperation is appreciated.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Classification: \_\_\_\_\_ Major Field: \_\_\_\_\_

1. Number of professors who provided input in the evaluating of this student: \_\_\_\_\_

2. Has this student been academically advised by a member of this department about retaking classes as appropriate?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Uncertain: \_\_\_\_\_ By Whom: \_\_\_\_\_

3. Do you feel this student is capable of satisfactorily completing a degree in this major?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Uncertain: \_\_\_\_\_

4. Do you know of any circumstances which may have affected this student's academic performance? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Recommendations on this subject: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have additional information or comments, please put them on the back of this sheet and refer to the question by paragraph number.

Signature of Advisor: \_\_\_\_\_

Signature of Department Chairperson: \_\_\_\_\_

Return to: **ACADEMIC REVIEW BOARD**  
**Dr. Kevin Swafford, Chairperson**  
**Amy Summers, Academic Coordinator**  
**Bradley University**  
**1501 W. Bradley, 200 Bradley Hall**  
**Peoria, IL 61625**  
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