SSW Student Reinstatement Policy, Instructions and Reinstatement Form

SSW Reinstatement Policy
Students who have received a Letter of Termination from the WSU SSW BSW, MSW or a Certificate Program may formally request to be reinstated into the program one calendar year following the date of termination from a social work program. Students who wish to request reinstatement should adhere to the submission deadlines located on page four (4) of this document.

Submission of the Request for Reinstatement Form and the Petition Letter are submitted together to the Dean of the School of Social Work. The Dean will forward all reinstatement requests to the Student Academic Review Committee for review and recommendations. Please note that submission does not guarantee reinstatement.

The Student Academic Review Committee may request additional relevant written data, opinions, recommendations and/or evaluations from any appropriate sources determined to assist in decision-making.

Committee deliberations are confidential. When the committee has reached a decision, it will transmit its advisory written recommendations to the Dean, normally within a period of five (5) business days unless there is an inability to obtain suitable material for review. The Committee, however, will make all efforts to obtain all needed materials to inform its decision-making for the review process within the designated time frame.

The Committee Chair shall submit the Committee’s recommendation(s) to the Dean. The Dean shall receive and review the Committee’s official report and notify the student within 30 calendar days of the decision about the student’s request for reinstatement.

The Student Academic Committee Co-Chair shall maintain accurate and complete documentation of all Committee proceedings of record. All documents related to student requests for reinstatement proceedings and decision outcomes will be filed in the SSW official student program files.

No Exception Rule
Other than situations of extenuating circumstances where the final determination shall be made by the Dean of the SSW, it is the SSW policy that no additional exceptions will be considered for the published due dates for submission for a Request for Reinstatement.

Students (1) who do not request reinstatement within the time limits outlined on page 4 of this document, or (2), who are not reinstated by the Dean following termination from a social work program, must reapply for admission to the School of Social Work. For readmission, regular SSW admissions policy and procedures must be followed. Students requesting readmission may not be readmitted to a social work program for a period of at least two (2) years. Students terminated from a SSW program, if eligible, are not restricted from applying to other university programs or enrolling in courses in other WSU programs. The termination status applies only to programs and courses in the School of Social Work. Students wishing to re-apply for admission are advised to seek guidance from the program Academic Advisor for assistance and/or further clarification.
Request for Reinstatement Instructions

1. Please carefully review the SSW Reinstatement Policy and Procedures and consult with your Academic Advisor for additional information and guidance for submitting your request.

2. Complete and sign the Request for Reinstatement Form (See page 4)

3. Write a Petition Letter, accompanied by the Request for Reinstatement Form that will serve as your formal request to the WSU SSW for reinstatement to your degree or Certificate Program. The Petition Letter should specifically address each of the following:
   
   • An explicit statement of the circumstances, which led to termination from the program including any supplemental/supporting documentation.
   
   • An explanation of how the problem areas or academic deficiencies, which resulted in termination, have been addressed. Include any supplemental supporting documentation.
   
   • A detailed plan for continued remediation of the circumstances or problem-solving of the circumstances which led to termination, if granted reinstatement into the program.

4. Submit the completed Request for Reinstatement Form, written Petition Letter, and supporting documents to:

   Dean Cheryl E. Waite, EdD, MSW
   c/o Marilynn Knall
   5447 Woodward
   Detroit, MI 48202
Request for Reinstatement FORM

Deadlines to submit a reinstatement request may be found on the next page in the attached chart.

Student Name: ____________________________________________________ Access ID#:______________________
Phone: (        ) - _____________________________ Email:_______________________________________________
Academic Advisor_________________________________________________________________________________
Social Work Program (BSW/MSW/PhD/Certificate): [Please indicate below]
__________________________________________________________________________________________________
_____________________________ _______________________________
Student Signature Date

For Official Use Only:

Date Received by Dean: _______/_______/_______
Date of Recommendation Student Academic Review Committee _____/_____/_______
Final Decision (Dean)___________________________________________________________
Date Student Notified: _______/_______/_______
SSW Personnel Signature: ___________________________; Date_____/_____/_______
Submission Deadlines:

Adhering to the WSU Policy for “excluded” students (students terminated from a program), excluded SSW are eligible to request reinstatement to a social work degree or certificate program one calendar year after termination. For example, students who receive notification of termination in the fall semester are eligible to request reinstatement to that program the following fall semester, e.g., one calendar year from the date of termination. ([http://advising.wayne.edu/rein.php](http://advising.wayne.edu/rein.php))

If the student whose performance has resulted in termination believes that there are extenuating circumstances that may justify reinstatement, he/she may request in writing, an exception, to the Dean, to consider these circumstances. The Dean will make the final determination of “extenuating circumstances” for all Requests for Reinstatement decisions. In such cases, however, the student is not eligible for reinstatement for at least one (1) semester following termination from a social work /certificate program.

<table>
<thead>
<tr>
<th>Semester that Notification of Termination is Received</th>
<th>Final Deadline to Submit a Request for Reinstatement (1 year)</th>
<th>Semester that Reinstated Students Will Return</th>
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<tr>
<td>Winter 2015</td>
<td>January 2, 2016</td>
<td>Spring/Summer or Fall 2016</td>
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<td>Spring/Summer 2015</td>
<td>April 1, 2016</td>
<td>Fall, 2016</td>
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<tr>
<td>Fall 2015</td>
<td>September 1, 2016</td>
<td>Winter 2017</td>
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