



## WAYNE STATE School of Social Work

### SSW Student Reinstatement Policy and Instructions

#### SSW Reinstatement Policy

Students who fail to meet the academic standards of the Wayne State University School of Social Work (WSU SSW) will be terminated from the program. Students who are terminated cannot be enrolled in social work courses. Students who have been terminated from the WSU SSW BSW, MSW or a *Certificate Program* may formally request to be reinstated into the program if they demonstrate readiness for academic success. It is the responsibility of the student to provide evidence that the circumstances leading to termination has been resolved. If reinstated, students may resume their studies a **minimum of one academic semester** following the semester of their termination. Students who wish to request reinstatement should adhere to the submission deadlines set forth in the reinstatement procedures.

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 (SARC)* for review and recommendations. Please note that submission *does not* guarantee reinstatement.

#### Reinstatement Procedure

Students must consult with the Academic Advisor for information before submitting a request. Students must complete the electronic Request for Reinstatement Form and upload required and supplemental documents to the Dean of the School of Social Work. All submitted materials will be provided to the Student Academic Review Committee for review and recommendation to the Dean of the School of Social Work. The SARC 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.

#### Reapplying and Readmission

Students are no longer eligible to apply for reinstatement after one calendar year of termination. Students (1) who are not eligible for reinstatement 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 *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 reapply 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. Students must complete the electronic Request for Reinstatement Form and upload required and supplemental documents to the Dean of the School of Social Work:  
[https://cm.maxient.com/reportingform.php?WayneStateUniv&layout\\_id=34](https://cm.maxient.com/reportingform.php?WayneStateUniv&layout_id=34).
3. The electronic Request for Reinstatement Form will serve as your formal request to the WSU SSW for reinstatement. Students should specifically address each of the following in the form:
  - Were there extenuating circumstances that led to the termination?
    - Provide an explicit statement of the circumstances, which led to termination from the program including any supplemental/supporting documentation.
  - Provide an explanation of how you have addressed the problem areas or academic deficiencies that resulted in termination. Include any supporting documentation.
    - Identify and articulate the reasonable changes to circumstances that caused the problem(s).
  - Provide 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.
    - Identify and articulate the practical strategies that you have implemented to ensure a reasonable chance for success if reinstatement is granted.

Please contact Marilyn Knall (Associate Director, Academic) at (313) 577-4436 or [ac0435@wayne.edu](mailto:ac0435@wayne.edu) if you have any questions about the reinstatement process or submitting your electronic Request for Reinstatement Form or uploading your supporting documents.

**Submission Deadlines:**

Students who have been terminated from the WSU *SSW BSW, MSW* or a *Certificate Program* may formally request to be reinstated into the program in accordance with the submission deadlines for each semester. Please see Table I below.

**Table I - Submission Dates to Request Reinstatement to the Social Work Program**

Semester Termination Occurred	Deadline to Submit a Request for Reinstatement*	Semester that Reinstated Students Will Return
Fall term	February 15	Spring/Summer
Winter term	June 15	Fall
Spring/Summer term	October 15	Winter

Note: Students cannot be enrolled in social work courses while they are terminated from the WSU *SSW BSW, MSW* or a *Certificate Program*.