



WAYNE STATE
School of Social Work

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 within one academic year following the date of termination from a social work program. If reinstated, students may resume their studies a **minimum of two academic semesters** 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 additional information before submitting a request. Students must complete and sign the Request for Reinstatement Form; write a Petition Letter that will serve as the formal request to the WSU SSW for reinstatement; and submit 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.

Exception Rule

If the student whose performance has resulted in termination believes that there are extenuating circumstances that may justify early consideration for reinstatement, the student may request in writing, within 30 days of notification of termination, an exception, to the Dean, to consider these circumstances. In such cases, however, the student is *not* eligible for reinstatement for at least one (1) semester following termination.

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 stated in 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. The Petition Letter should specifically address each of the following:
 - 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.
4. Submit the completed *Request for Reinstatement Form*, *written Petition Letter*, and supporting documents to:

Dean of the School of Social Work
c/o Marilyn Knall, Associate Director, Academic Support
5447 Woodward Ave.
Detroit, MI 48202

Submission Deadlines:

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 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	April 1 st of the following year	Fall term the following year
Winter term	September 1 st of the following year	Winter term the following year
Spring/Summer term	January 2 nd of the following year	Spring/Summer term the following year

*Students will receive notice of decision within 60 days after submission deadline.

Request for Reinstatement Form

Student Name: _____

Access ID#: _____

Phone: () - _____

Email: _____

Academic Advisor _____

Social Work Program (BSW/MSW/PhD/Certificate): [Please indicate below]

I give permission to the School of Social Work to release my academic records to the Student Academic Review Committee to assist with the review of my request for reinstatement.

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 ____/____/____