



School of Social Work

Challenging Minds, Leading Change, Transforming Lives

Request for Reinstatement Form

Instructions

Complete and submit the **Request for Reinstatement Form** and a written **Petition Letter** that serve as the formal request to the WSU School of Social Work for Reinstatement to the BSW and MSW programs when a student has received a letter of termination from a program.

Submission Deadlines: Request for reinstatement should be made as soon as possible but *not later* than two (2) weeks after commencement of classes of the next semester following termination. Submission of the *Request for Reinstatement Form* and the *Petition Letter* do not guarantee reinstatement for the next semester following termination. *(Please carefully review SSW Reinstatement Policy and Procedures for additional information.)*

Student Name: _____ ID#: _____
Phone: () - _____ Email: _____
Academic Advisor _____
Social Work Program(BSW/MSW/PhD/Certificate): _____

Reinstatement Request Instructions

1. Complete and sign the **Request for Reinstatement Form**
2. The written **Petition Letter** should specifically address each of the following:
 - a. An explicit statement of the circumstances which led to termination from the program including any supplemental/supporting documentation
 - b. An explanation of how the problem areas or academic deficiencies, which resulted in termination, have been addressed. Include any supplemental/supporting documentation
 - c. A detailed plan for continued remediation or problem solving of the circumstances that led to termination if granted reinstatement into the program.

3. **Submit the above materials to:**

Dean Cheryl E, Waites, EdD, MSW
C/O Marilynn Knall
4756 Cass Avenue
Thompson Home
Detroit, MI 48202

Student Signature	Date
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<u>For Official Use Only</u>
Date Received by Dean: _____/_____/_____
Date of Recommendation of Reinstatement Advisory Committee _____/_____/_____
Final Decision: _____
Date Student Notified: _____/_____/_____
SSW Personnel Signature: _____; Date _____/_____/_____