



Petition for Academic Reinstatement (Extenuating Circumstances)

Phone: 601.979.2300

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1400 J.R. Lynch St, Jackson, MS 39217

www.jsums.edu

Student Name	Student ID #
Address	E-mail Address
City	Phone Number
State/Zip	Major
Degree Program	Classification

I am seeking reinstatement for the following quarter(s): Fall 20 ____ Spring 20 ____ Summer 20 ____

The committee typically meets monthly and works to review completed submissions as soon as possible. While there is no guaranteed timeframe for petitions to be reviewed, generally petition review takes up to 30 days after the petition is submitted.

Checklist for Completing Petition

All items below must be included with your petition and labeled with your full name. Incomplete and late petitions will not be reviewed. Your petition for reinstatement consists of: SIGNED cover sheet (this form). Typed statement (500-1000 words) from you that addresses all five of the following points:

- Your prior academic history
- Circumstances that affected your ability to meet Academic Standards of Progress requirements (see back for examples of extenuating circumstances)
- Steps you have taken to improve/change the situation that led to academic suspension
- Specific steps and strategies you will use to achieve academic success in upcoming quarters
- Your long-term academic and career plans and how your studies at JSU will help you in achieving your goals

Supporting Documentation

It is your responsibility to demonstrate how your circumstances justify readmission to Jackson State University. **You may submit supporting documentation to show why this should be considered.** For example, if the reason for the petition is due to a medical condition, supply a letter from your healthcare provider on official letterhead that includes a statement regarding the extenuating circumstance and permission to return. The letter must be signed by the healthcare provider. Do not submit your medical records.

Certification Statement: I have read this form and all instructions carefully. I understand that an incomplete petition and/or a late petition (filed past the specified deadline) may not be reviewed until the following quarter. I understand that I may be dropped from my classes if I have not met the deadlines.

Student Signature _____ **Date** _____

Examples of common reasons cited that are normally acceptable as extenuating circumstances for academic reinstatement:

An emergency or family crisis

- Injury or death in the family, fire or flooding of your residence, etc. Absence due to medical reasons or mental health issues
- These absences must be documented and you must provide evidence that you are ready to return to school, including a letter from your doctor, counselor or therapist.

Examples of common reasons given that are generally not acceptable as extenuating circumstances for academic reinstatement:

“I took more classes, or harder classes, than I could handle.”

- You are responsible for understanding your limitations. Academic advisors are available to help you assess your various responsibilities and pick an appropriate credit level.

“I was on a waiting list and didn’t know I was enrolled.”

- You are responsible for monitoring your enrollment and your status on waiting lists. “I didn’t understand the Academic Standards of Progress requirements.”
- The Academic Standards of Progress policy is listed in the college catalog and you were warned when you were placed on Academic Alert and Academic Probation. You are expected to seek help and ask questions when you do not understand. “I was sick and missed a few classes.”
- As a student, you are responsible for knowing and understanding your instructors’ attendance policies and for contacting your instructors if you have to miss a class. Also, if you have on-going health issues, you should not attend school until those issues are either corrected or are under control with medication/treatment.

“My work hours changed or were increased.”

- Upon deciding to take classes, you are responsible for coordinating your school schedule and work schedule before you enroll. Be sure your employer is aware that school is an important priority for you. It’s challenging to balance work and school, but it’s your responsibility. “Online course(s) didn’t work for me.”
- Make sure non-traditional courses are right for you before you enroll. Talk to instructors and/or advisors about what these courses are like.

“I didn’t like my instructor.”

- Unfortunately, this happens occasionally, but it is part of the learning experience you encounter as a student.

“My car broke down.”

- You should always have a back-up plan for getting to school, such as public transit or sharing a ride with a friend. This will be helpful when you enter the workforce, as well. “I had family/relationship issues that affected my schooling.”
- Unfortunately, this can occur but it is the student’s responsibility to seek help or take time away from school until family/relationship issues have been resolved.

“My study environment was not conducive to doing well.”

- There are places on campus, such as the library, where you can study if you are unable to create a productive study environment at home.

FOR OFFICE USE ONLY – APPEALS AND REVIEW COMMITTEE		
APPROVED: <input type="checkbox"/>	DENIED: <input type="checkbox"/>	DATE: <input type="text"/>
COMMENTS:		

Please return this form to the registrar’s office via the methods noted below.

Processed by _____	Date _____	6/28/2022
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