

Reinstatement Petition

Students are strongly encouraged to consult with the department advisor/faculty member and/or their department chair prior to filing a petition, to determine if the department will support the petition. Students interested in reinstatement to the College of Engineering and Computer Science need to submit the following documents to the Division of Engineering Student Services and Advising (DESSA) office:

- A completed reinstatement petition form
- A typed, detailed explanation of the events that lead to and resulted in the dismissal from the university, as well as an update of how these issues have been resolved
- A letter of support from the Faculty/Chair of the department (required)
- Transcripts from any institutions attended since the student's dismissal from FAU

In addition, students interested in reinstatement must also re-apply to the University through the Office of Admissions and pay a \$30 application fee. Since the petition is only valid for the semester indicated on the form, students should be mindful of admission deadlines and apply for the appropriate semester accordingly.

Fall: July 1
Spring: November 15
Summer: April 15

Please complete the following information:

Name: _____

Z#: _____

Phone: _____ Email: _____

Semester/Year that you lasted attended FAU: _____

Semester/Year in which you are requesting readmission to FAU: _____

FAU Major (at the time of dismissal): _____

FAU Major if reinstated: _____

Please note: Students who plan to change their major from the College of Engineering and Computer Science to another College still need to complete this process first. A letter of approval from the new College must be included in the petition packet.

Signature: _____

Date: _____

The College Undergraduate Petition Committee reviews completed petitions once a month. Students will be notified of the Petition Committee's decision via the email address listed above.

**For College Office Use Only:
UNDERGRADUATE PETITION NOTIFICATION**

- Petition Decision:** Approved
- Denied
- Deferred

Comments:

Signature of College Representative _____ Date _____

Daniel Meeroff, PhD, Associate Chair, Civil, Environmental and Geomatics Engineering
Ali Zilouchian, PhD, Associate Dean, College of Engineering and Computer Science

Final Action: _____

If you have any questions concerning this action, please contact the Division of Engineering Student Services and Advising (DESSA) office at 561.297.2790 or via email at engineering-services@fau.edu.