

In order to consider your reinstatement to FAU, it will be helpful to have indicators of how you have overcome obstacles to your educational goals. The University policy states that dismissed students are not eligible to return; however, in some circumstances the College of Business will consider reinstatement to FAU. Such reinstatements are not taken lightly and usually require an absence from the University for several years before consideration. Under no circumstances will the college consider reinstating a dismissed student who has been away from FAU for less than one year. In order to consider your request to return to FAU, you must submit the following information with our Reinstatement Petition:

- A “soul searching” letter that explains the particular situations that led to your dismissal. This letter should include the reasons you were first suspended and ultimately dismissed from FAU. You should also include an explanation of how these issues have been resolved, and why you will succeed if given another chance.
- A minimum of two letters of reference that elaborate on your dependability and responsibility. If you are currently employed, I recommend you include a letter from your supervisor that addresses these issues.
- Transcripts from any institutions that you have attended after being dismissed from FAU.

or

- If you were a PBUS (Pre-Business) major when you were dismissed or if wish to be enrolled in a college other than Business, you should contact the Student Services department in that college and provide us with a letter from them requesting your reinstatement back into the University. This is in lieu of the two letters of reference and transcripts from any institutions that you have attended after being dismissed from FAU.

Once you have completed the required documentation, you will need to contact Kimberly Paulus to schedule a one hour reinstatement appointment. If you have any questions about this process, please feel free to contact our office in Boca Raton at 561.297.3688 or Broward (Davie) at 954.236.1290. Deadlines are listed below. Please keep in mind that you will need to re-apply for admission and pay a \$30 nonrefundable application fee after being reinstated by the College.

College of Business Reinstatement Petition

Deadlines:

Fall: June 15th
Spring: November 1st
Summer: April 1st

FAU Re-apply for Admission Deadlines:

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

Please Carefully Read Below Before Completing This Petition

Instructions

- 1) Fill out petition completely before submitting. Incomplete petitions will not be reviewed.
- 2) Please include: soul-searching letter, transcripts from other institutions you have attended since being dismissed, and a minimum of two letters of reference. Attach all documents to this form.
- 3) Please submit undergraduate petition along with all documentation to Kimberly Paulus during one hour reinstatement appointment.
- 4) Student will be notified of decision to approve or deny reinstatement during their scheduled appointment.

Please Note:

- Form 5 can be used for requesting reinstatement after being dismissed from Florida Atlantic University.
- A proper time to submit this petition is during the 8th month of your required dismissal. Form must be received by June 15th for the fall, November 1st for the spring, and April 1st for the summer.
- A student who is dismissed from Florida Atlantic University cannot be readmitted early and must sit out a minimum of twelve calendar months. See the [University Catalog](#) concerning these regulations.
- If you were Pre-Business major when you were dismissed or if wish to be enrolled in a college other than Business, you should contact the Student Services department in that college. Please provide us with a letter from this college requesting your reinstatement back into the University. This is in addition to the two reference letters and transcripts from any institutions that you have attended after being dismissed from FAU.

Last Name: _____ First Name: _____ Student ID: Z _____

Daytime phone: (____) _____ - _____ E-mail: _____

Major(s): _____ Term and Year Last Attended at FAU: _____

Street Address: _____

City, State, Zip: _____

I am requesting re-entry into Florida Atlantic University for the term/year of: _____/_____
 (Example: Spring / 2008)

If wishing to change colleges, list the name of the college here: _____

Departmental Use:

Approved
 Denied
 Deferred
 No Action

Assoc./Asst. Dean, Dept. Chair, or Representative's Signature: _____ Date: _____

Comments to Student: _____

Internal Comments: _____

*Student will be notified of decision to approve or deny reinstatement during their scheduled appointment.