

FAU College of Business Reinstatement Petition Instructions

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.

Requesting Reinstatement into a College of Business Program

The following process applies to any student who was dismissed from FAU and wishes to pursue a business major. This process is the same whether or not you were a business student at the time of your dismissal.

1. Gather the required documentation. This includes:

- a. A completed College of Business Form 5 Reinstatement Petition (found on the following page)
- b. A “soul searching” letter that explains the particular situations that led to your dismissal. The letter should include an explanation of:
 - i. Why you were first suspended and ultimately dismissed from FAU
 - ii. How these issues have been resolved
 - iii. Why you believe you will succeed if given another chance
- c. A minimum of two letters of reference that elaborate on your dependability and responsibility.
 - i. If you are currently employed, it is recommend that you include a letter from your supervisor that addresses these issues.
- d. Transcripts from any institutions that you have attended after being dismissed from FAU

2. E-mail the form and all documentation to Mrs. Kimberly Paulus.

- a. Send an e-mail to Kimberly Paulus, Executive Director, College of Business Advising, attaching all of the above documentation. Mrs. Paulus can be reached at paulusk@fau.edu.
- b. You will be contacted by Mrs. Paulus after your file has been reviewed.

3. Reapply to FAU.

- a. If your reinstatement petition is approved, you will apply for readmission to FAU through the admission office. The readmission process includes a nonrefundable \$30 application fee.

Important Deadlines		
Term	College of Business Reinstatement Petition Deadlines:	FAU Re-apply for Admission Deadlines:
Fall	June 15 th	July 1st
Spring	October 15 th	November 1 st
Summer	April 1 st	April 15 th

If you have any questions about this process, please to contact our office in Boca Raton at 561.297.3688, Davie at 954.236.1290, or via e-mail at COBAdvising@fau.edu.

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