

## **Procedure for Requesting Reinstatement from Suspension:**

Academic Policy requires all students who have been suspended from the university to write a letter requesting reinstatement. This letter **must be typed** and include a brief statement describing the following:

1. What factors contributed to your suspension?
2. What do you plan on doing to improve your academic situation moving forward?
3. What semester do you plan on continuing your studies here at the university?

The letter must also include your:

1. Name
2. SAM ID number
3. Current telephone number
4. Current email address
5. Current mailing address

Omission of any information listed above may delay processing of your request.

In rare circumstances, a personal interview and/or meeting with the Associate Dean may be requested in order to obtain more information concerning your request. If a meeting is required, you will be notified. Otherwise, you will be contacted with a decision concerning your request for reinstatement within 48 hours of processing.

### **Letters should be addressed to:**

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