

## COLLEGE OF ENGINEERING PROCEDURES FOR REINSTATEMENT TO DEGREE STATUS

([http://www.engr.psu.edu/AdvisingCenter/StudentActions/sa\\_reinstate.aspx](http://www.engr.psu.edu/AdvisingCenter/StudentActions/sa_reinstate.aspx))

Reinstatement to degree status for students who were dropped for unsatisfactory scholarship is governed by Policies 54-80 and 54-82 (see the current Policies and Rules for Students). College of Engineering students must request reinstatement to baccalaureate degree status by: 1. Completing and submitting the form on the other side of this page, and 2. completing a Reinstatement Application (that includes re-enrollment), available at any campus Registrar's office or on the Web at [http://www.registrar.psu.edu/student\\_forms/](http://www.registrar.psu.edu/student_forms/). The completed Registrar's form and the non-refundable reinstatement application fee are to be submitted to the Registrar's office at the campus where the student wishes to enroll. The completed College of Engineering form must be submitted to the Office of Student Services before the request submitted through the Registrar's Office will be considered.

A student dropped from a degree or provisional status at The Pennsylvania State University because of poor scholarship may take courses in Nondegree-Conditional status. Such a student must improve his or her cumulative grade point average (GPA) before applying for reinstatement to degree status. A student in Nondegree-Conditional status can only register for a maximum of 12 credits per semester. Credits thus earned may be used to fulfill degree requirements, but are applied toward a degree only after the student is reinstated to degree status.

A student may be reinstated to degree status only if, in the judgment of the College of Engineering, academic conditions justify such an action. To be considered for such action, students must complete the appropriate section (A or B) of the "Request for Reinstatement to Degree Status" form found on the other side of this page. Evidence that academic problems have been overcome can be demonstrated by the successful completion of credit courses offered by the University and through discussion with an advisor. Please note that conditions for reinstatement to degree status are specific to academic units and the following conditions are specific to the College of Engineering.

Students may be considered for reinstatement to degree status in ENGR (pre-major, part B of form) **when** the number of grade-point deficiencies is reduced by at least one half and falls below the number at which the student would again be dropped from degree status. The table below indicates the number of deficiency points that will initiate a drop action. Additional conditions may also apply. Before the College of Engineering approves reinstatement directly to a **major** (part A of form), the grade-point deficiencies must be completely eliminated, i.e., reduced to zero. In addition, if the major is under enrollment control the student may be reinstated to that major only if he/she had been in that major at the time of the drop action from degree status. In order for a student to graduate, a cumulative GPA of at least 2.00 and a grade of "C" or better in certain required courses must be obtained.

A student may not graduate in the semester during which reinstatement to degree status occurred. A student must be in degree status for the whole semester during which she/he wishes to graduate.

The student must realize that enrollment controls, courses and cumulative grade-point average requirements, and Senate Policies 37-30.2, 82-40, and 51-50 govern whether the College will grant reinstatement. These Senate policies can be found at <http://www.psu.edu/ufs/policies/>.

The conditions for reinstatement to degree status in DUS are explained at <http://dus.psu.edu/handbook/reinstate.html>.

### Criteria for drop action

Cumulative credits scheduled at PSU	Number of Grade-Point Deficiencies
24 - 39.5	≥ 21
40 - 69.5	≥ 18
70 - 99.5	≥ 15
≥ 100	≥ 12

**COLLEGE OF ENGINEERING**

**Request for Reinstatement to Degree Status (ENGR or Major)**

After obtaining departmental support for either part A or part B, submit this form to: Office of Student Services,  
208 Hammond Building, University Park, PA 16802.

**Don't forget to also submit the Registrar's Reinstatement Application**

Name \_\_\_\_\_

Date \_\_\_\_\_

PSU ID Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Local Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A. **Requesting Reinstatement directly to** \_\_\_\_\_ **major** if GPA  $\geq$  2.00, effective  
\_\_\_\_\_ semester, at \_\_\_\_\_ campus.

**Departmental support:** \_\_\_\_\_  
Department Signature Date

**OR**

B. **Requesting Reinstatement to ENGR status** if GPA < 2.00.

(a) Current GPA \_\_\_\_\_

(b) Current number of deficiency points \_\_\_\_\_

(c) Added conditions that have been met (if applicable) \_\_\_\_\_

\_\_\_\_\_

(d) Effective Semester \_\_\_\_\_, at \_\_\_\_\_ campus.

(e) (i) Major at the time of drop from degree status: \_\_\_\_\_

(ii) If dropped from degree status while still in ENGR status,

Intended Major: \_\_\_\_\_. Department support is needed below.

**Departmental support:** \_\_\_\_\_  
Department Signature Date

Assistant Dean's signature, if approved: \_\_\_\_\_

\_\_\_\_\_ Date

January 4, 2013