

**REINSTATEMENT PETITION**  
**University of Missouri-Kansas City, University College**

NAME: \_\_\_\_\_ Student ID: \_\_\_\_\_

UMKC E-MAIL: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE NOTE:** Reinstatement petitions are for students dismissed or anticipating dismissal due to academic performance below the minimum standard. You must carefully read disclaimers here and follow step by step directions in order for your petition to be reviewed by the Associate Vice Provost for University College. **Petitions need to be submitted at a minimum, two weeks prior to the beginning of the term which is being petitioned for reinstatement** to the [umkcucollege@umkc.edu](mailto:umkcucollege@umkc.edu) inbox or in person to 225 Atterbury Student Success Center, 5100 Rockhill Road, Kansas City, MO 64110 or by mail to 225 Atterbury Student Success Center, 5000 Holmes, Kansas City, MO 64110. **Petitions submitted early will receive priority review.** Your attention to detail and timeliness is paramount as the **Registrar will drop all courses for dismissed students prior to the beginning of the term if no action is taken.** If your courses are dropped, we cannot guarantee that you will be able to enroll into your original schedule if your petition is still pending at this date due to the Associate Vice Provost's need to request clarification from you through further documentation or a face to face meeting. If your petition is approved, conditions will be set by the Associate Vice Provost, which you must agree to apply in order to progress forward.

**STEP 1: Answer the following questions and attached documents, if applicable.**

Yes or No? Do you believe that your grades were posted incorrectly and therefore your dismissal is based on inaccurate transcript information? If yes, please contact your instructor and/or your academic unit's Dean's Office for instructions on how your academic unit processes requests for such resolutions.

Yes or No? Are you currently in an academic unit other than University College from which you ultimately wish to graduate? If yes, please attach copied documentation of the expectations set by your academic unit that you must fulfill in order to be eligible to return to that program.

Yes or No? Are there extenuating circumstances outside of your control that explain your below minimum standard academic performance? If so, please attach copied documentation related to the circumstances. Circumstantial documentation can include, but is not limited to, medical documentation, death notice, and proof of late registration with the Office of Services for Students with Disability.

**STEP 2: Complete GPA re-calculations.** Follow the instructions on page two to first determine your general education GPA. Secondly, complete your major specific GPA. Account for the differences between your general education GPA and your major specific GPA in step 3.

**STEP 3: Complete a typed Student Explanation Letter to the Associate Vice Provost including at minimum:**

- A) Account for any difference that may be found between your general education GPA and your major specific GPA.
- B) Articulate **specific** plans with details and examples possibly including University resources that you will apply in order to improve your GPA next semester, if given the opportunity.

**STEP 4: Make alternative plans.** Approval of a reinstatement petition is not guaranteed. You should take steps to plan for the consequences of not being able to attend UMKC for at least one term.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Under federal law, a student's record cannot be discussed over the phone with either the student or parent. All questions must be made in writing and can be directed towards [umkcucollege@umkc.edu](mailto:umkcucollege@umkc.edu) or to a specific UCollege team member.

## REINSTATEMENT PETITION CONTINUED

**STEP 2 Explanation:** To complete GPA re-calculations follow these instructions using another page that you will attached to your Reinstatement Petition.

**First, calculate your general education GPA.** Here is the grading system at UMKC and below is the formula for calculating a Grade Point Average (GPA). Include only general education courses designed to develop a student’s foundational skills in subjects such as, English, Math, Communication, Science, Foreign Language, Social Sciences, Humanities and Fine Arts. For more information, refer to the general education sections of the Catalog of Studies, for example, the College of Arts and Sciences general education: <http://catalog.umkc.edu/~Catalog/ViewCatalog.aspx?htmlink=true&pageid=viewcatalog&catalogid=98&topicgroupid=55485>

If you prefer to use an electronic calculator, you must still attach to your petition a list the courses you included in your calculations along with your general education GPA. [http://www.umkc.edu/registrar/gpa\\_calculator.asp](http://www.umkc.edu/registrar/gpa_calculator.asp)

You can view your grades in [Pathway](#) as soon as they are posted. Grades in Blackboard are not official.

Course	Letter Grade	Grade in Points	x	Credit Hours	=	Quality Points
_____	_____	_____	x	_____	=	_____
_____	_____	_____	x	_____	=	_____
_____	_____	_____	x	_____	=	_____
_____	_____	_____	x	_____	=	_____
<b>Total quality points added together</b>						
<b>GPA =</b>					<b>_____</b>	<b>(divided by)</b>
<b>Total credit hours added together</b>						

Letter Grade	Description	Points per Semester Hour
A	The highest grade	4.0
A-		3.7
B+		3.3
B	Work of distinction	3.0
B-		2.7
C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		0.7
F	Failure without credit	0.0
NR	Not Reported	0.0
WF	Withdrew failing	-
W	Withdrew; no academic assessment	-
I	Incomplete	-
AT	Audit	-
CR	Credit only	-
NC	No Credit	-
P	Passing	-
S	Satisfactory	-

If you completed the process for grade replacement by repeating one or more courses, you may include your second or better grade for any repeated courses. Repeating courses does not automatically prompt UMKC Registrar to conduct an official GPA re-calculation. Guidelines and the GPA adjustment request form are here under “Repeated Courses”: <http://www.umkc.edu/registrar/records/default.asp#anchor1>

**Second, calculate your major specific GPA.** Follow the same process as above to re-calculate a major specific GPA including any course that is only required for a major (that you were previously or are currently pursuing).

*The goal is to identify if there is a discrepancy between your general education GPA and your major specific GPA, then to account for any differences in Step 3: Student Explanation Letter. Again, please attach to your petition, your full calculations using the formula above or, if using a GPA calculator, a list of the classes included in your major specific calculations along with your major specific GPA.*