Reinstatement after Academic Suspension

If you have been placed on academic suspension and wish to request readmission into the Carlson School of Management and the University of Minnesota, you may do so near the end of your one-year academic suspension time (two semesters).

Deadlines for readmission after academic suspension are **August 1** for fall semester and **December 1** for spring semester. Petitions received after these deadlines will still be considered on an individual basis. The deadlines are in place to make sure students successfully register for the upcoming term.

**To request readmission after academic suspension, you must:**

1. Begin the readmission process by meeting with your assigned Carlson School advisor. Call the Carlson School Undergraduate Program front desk at 612-624-3313 to make the appointment.
2. Fill out and print off the Academic Policy Petition from the One Stop website. Part II of this form should indicate the semester you wish to be reinstated for admission. In the explanation section of the form please write “see attached;” you will need to submit a separate statement answering the questions in #3 below. Sign your name and indicate your student ID number and date at the end of Part II of the Academic Policy Petition form.
3. Submit a statement that addresses the following questions. *Please be reflective in your responses.*
   - Explain your situation detailing the factors that lead to your academic suspension, and what is different now than when you were here before. Include improvements have you made in terms of your ability to successfully handle your academics (e.g., change in life circumstances, improvement in study habits, etc.).
   - How are you managing the issues/circumstances that were troubling you before? Please specifically state the strategies you are now using.
   - Which major do you plan to pursue if readmitted? Do you plan to change colleges within the University of Minnesota if readmitted?
   - If your issue was related to a health concern (such as a disability, mental or physical health concern), please include documentation from the health care professional (or University of Minnesota Disability Services office) that you are working with for support.
4. List any courses, if applicable, you have taken at a different institution and the corresponding grade (if known). Be sure to send an official copy of your transcripts to the U of M Admissions office. Please note that we discourage students on academic suspension from taking academic courses elsewhere.
5. Enclose a completed and signed Application for Readmission from the One Stop website.
6. Submit the following information via fax, in-person or by mail:
   Carlson School Undergraduate Program, 1925 4th Street South, 2-190 Hanson Hall, Minneapolis, MN 55455;
   (fax) 612-624-0350;
   a. Academic Policy Petition
   b. Statement addressing the questions in #3
   c. List of courses taken at other institutions (if applicable)
   d. Documentation from Disability Services and/or a healthcare professional (if applicable)
   e. Application for Readmission
7. Decisions will be sent via email to the email address stated on your Academic Policy Petition within 2-3 weeks of receiving your information. If approved, you will be readmitted under an academic probation contract.

Last Updated: 5/2/2011