

Petition for Immediate Reinstatement after Suspension



Office of Admissions / Registrar & Records
900 N. Portland Ave • Oklahoma City, OK
73107 405.945.3291 • 405.945.3277 (Fax)
okc.records@okstate.edu • www.osuokc.edu

Please print clearly. Submit request to OSU-OKC Admissions/Registrar Services in person, by fax, U.S. mail or email (see above). *Results of petition will be communicated by email to the student's O-Key email address.* Please allow approximately 10 business days for review.

Student Information:

Student Name :	last	first	middle
CWID or SSN	phone number	O-Key email (@okstate.edu)	

Petition Procedures:

1. Please describe the circumstances that you believe played a role in your academic suspension. Feel free to attach additional pages if the space provided is not sufficient. The notification of the petition decision will be communicated through your O-Key (@okstate.edu) email address. If you have not yet activated your O-Key account, go to www.osuokc.edu to activate it.
2. You should include any documentation that supports your appeal (statements from a professor, doctor, etc.). If you claim an extenuating circumstance, you must have documentation to validate it. Your privacy will be respected and any information supplied will be kept confidential.
3. You should include a summary of what you plan to do differently to ensure success if you are reinstated. This can include reducing your hours, changing study habits, modifying your work hours, etc.

By signing this document, I am certifying that everything I have stated is true. In addition, the documentation included is accurate to the best of my knowledge. Should the committee find anything provided in support of my appeal to be inaccurate, I understand that my appeal will be denied.

Student Signature _____ Date _____

For Office Use Only:

- Approved
- Denied

Signature : _____ date: _____

Original copy must be retained per Regents' policy – file with Articulation Specialist.