

Reinstatement Policy

Guidelines for Petitioners

(effective as of July 1, 2014)

SIT Graduate Institute students who studied full-time or in a low-residency program have five years from the term they matriculate to the program to complete all degree requirements. For students who studied part-time during two consecutive on-campus academic years, the program matriculation date is calculated from the beginning of their coursework from the *second* on-campus year. Any student who does not complete all degree requirements within five years of matriculation will be withdrawn from the program.

SIT acknowledges that certain circumstances might arise that could prevent a student from completing within the prescribed timeframe as described above. Hence, the purpose of the Reinstatement Policy is to:

1. Provide an opportunity for students who have passed the deadline to complete the degree;
2. Increase the rate of students completing degrees;
3. Recognize the accomplishments of students who have established meaningful careers without the degree but for whom a degree is now seen as valuable;
4. Expand the global community of SIT alumni who are contributing to their fields in important ways, thus enhancing the international reputation of the SIT Graduate Institute.

The reinstatement process has been designed to meet the following criteria:

1. That the policy be one of reinstatement – that is, it serves as a form of re-application and must be reviewed on its own merits; and
2. That the process ensures the student's learning is active and current in his or her field.

Completion of Academic Requirements

The specific academic requirements to be completed will be listed in the student's reinstatement approval letter. Requirements may include all or some of the following: repeats of courses previously completed, independent study, repetition of all or part of a student's practicum, completion of a Literature Review to refresh the student's understanding of the field or a component of it, completion of a portfolio or capstone, or other requirement(s) as deemed necessary by the dean and appropriate faculty.

Time Limitation

All SIT graduate students must complete all academic requirements, including those completed as part of their reinstatement, in a period not to exceed ten years from their official matriculation, i.e. the original start date for on-campus and low-residency students, and the date a student started their second year of on-campus study for part-time students.

Petition Process

The student submits a formal written petition for reinstatement to the registrar (registrar@sit.edu). This petition must include:

1. A completed Reinstatement Petition Form (attached).
2. A letter to formally request reinstatement, stating the reasons for wanting to complete the degree at this time, and reason(s) for not having completed the degree within the original deadline.
3. A current resumé and a description of the individual's current work in the field.

Registrar's Office, Kipling Rd, PO Box 676, Brattleboro, VT 05301-0676
802 258 3283 (office); 802 258 3470 (fax); www.sit.edu

4. Letters of support for the student's ability to complete the remaining work toward the degree, submitted by one or more previous faculty advisors and one's supervisor, if currently working.
5. A proposed timeline for completion of the remaining academic requirements.
6. Students wishing to transfer credit to SIT either in order to fulfill a credit deficiency or to waive a requirement must receive written permission from the registrar and the program chair *prior* to enrolling in the course at the other institution. Consult the guidelines for Transfer of Credit in the Academic Policies section of the current SIT Graduate Institute Catalog for more information (available on our website).
7. The student must submit a written request to the SIT registrar to forward his/her SIT transcript to the academic dean to accompany the petition for reinstatement. The Transcript Request Form is available at <http://www.sit.edu/graduate/8366.htm>. The transcript fee is waived for reinstatement applications.
8. A \$50 Reinstatement Petition fee.

The application is reviewed by a committee comprised of the academic dean, the chair of the student's degree program, the student's academic advisor, and the registrar. The committee will make their decision within two months following receipt of the complete application.

The following will be considered as part of the reinstatement application review process:

1. Coursework completed to date;
2. Related professional experience;
3. Demonstration of a viable plan for degree completion, including an identified practicum position if appropriate;
4. Evidence of the student's academic, professional, and personal ability to complete the plan; and
5. Evidence that the program can adequately support the student's proposed plan for completion.

Procedure for Completion

Once a decision has been made regarding the student's reinstatement process, s/he will receive either an acceptance or denial letter from the dean detailing requirements of the reinstatement. If a student's reinstatement application is approved, s/he will be directed to contact the registrar regarding next steps for registration and the designated reinstatement advisor regarding next steps for academic work.

Reinstatement Fee

Each application for reinstatement must be accompanied by a \$50 reinstatement processing fee.

Tuition

All tuition costs will be based on the current-at-that-time price-per-credit amount.

Financial Aid

Reinstated students may be eligible for federal financial aid provided they are enrolled in at least three credits in a semester. Students can contact the Financial Aid office for more information.