

# SCE DISA Reinstatement/Application Request Form

First Name [Click here to enter text.](#)

Last Name [Click here to enter text.](#)

Local Address [Click here to enter text.](#)

Email [Click here to enter text.](#)

UMKC ID Number [Click here to enter text.](#)

Major/Program [Click here to enter text.](#)

## Purpose of Request

Apply for new DISA

Apply to increase DISA\*

Apply for DISA reinstatement

*\*Only half and quarter DISAs are eligible for increases.*

If you are applying for reinstatement, what is the reason that your DISA scholarship was withdrawn?  
Check all that apply. Students must wait one semester before applying for reinstatement.

Below minimum GPA

Academic dishonesty sanction

Withdrew from semester

Other (please state) [Click here to enter text.](#)

Write and submit a formal letter of appeal and attach it to this form. The letter should include:

- Why you failed to meet the scholarship requirement or why you are requesting a new or increased DISA.
- If your external circumstances warrant supporting documentation (for example, there was a medical condition associated with these circumstances, family emergency, or other scenarios that could be supported by a third party), please include third party supporting documentation. In your letter, explain why those circumstances either no longer exist or why they will no longer negatively impact your academic success.
- Detail the steps that you will take to ensure your academic success. Include specific strategies to improve your academic performance, such as how you will adjust your study habits and utilize campus resources to improve your grade point average.
- For applications for new or increased DISAs, please attach an unofficial transcript with your most recent grades. (If you do not have any holds on your account, you may print an unofficial transcript from Pathway. If you have holds, you may ask your advisor to print an Academic Advising Profile to attach with your application.)
- For academic dishonesty cases, discuss that you accept responsibility for the incident and how you will ensure that you will not be involved in additional cases of academic dishonesty in the future.

I confirm that the information above and in my attached letter is true and accurate.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please submit your application to SCE, 336 Flarsheim Hall. Applications are due by the first day of classes of the semester that you are requesting the DISA to be applied. Incomplete applications will be returned to the applicant for completion and will not be reviewed.*

### Office Use Only

Date Application Received \_\_\_\_\_

Date Application Reviewed \_\_\_\_\_

Decision/Amount \_\_\_\_\_

Committee Chair Initials \_\_\_\_\_

Date Student Notified/Email Sent \_\_\_\_\_

## SCE DISA Reinstatement/Application Request Policy

### Reinstatement

1. Students who lose their DISA due to low GPA, academic dishonesty, or withdrawal may reapply for the scholarship after waiting one semester (summer counts as one semester).
2. Applications for reinstatement will not be considered for the immediate semester after the violation occurs.
3. Students must fully complete the application and accompanying materials. Applications are due by the first day of classes in the semester that the student is requesting reinstatement. Applications should be submitted to the DST Student Services Center, 336 Flarsheim Hall. Emailed applications are accepted at [sce@umkc.edu](mailto:sce@umkc.edu). (Please note: applications that are submitted via email must first be printed in order for the student to sign. A scanned copy of the signed form may then be emailed with accompanying documents.)
4. Students will be notified of the committee's decision via their UMKC email.

### New DISAs and DISA Increases

1. If a student was not awarded a DISA upon admission or was offered a half or quarter DISA, the student may apply for a full DISA award after at least one semester in SCE.
2. Students will be evaluated on their academic records at UMKC and in their SCE courses for determination of the award amount.
3. Students must fully complete the application and accompanying materials. Applications are due by the first day of classes in the semester that the student is requesting reinstatement. Applications should be submitted to the DST Student Services Center, 336 Flarsheim Hall. Emailed applications are accepted at [sce@umkc.edu](mailto:sce@umkc.edu). (Please note: applications that are submitted via email must first be printed in order for the student to sign. A scanned copy of the signed form may then be emailed with accompanying documents.)
4. Students will be notified of the committee's decision via their UMKC email.

### Review Process

1. The review committee will be comprised of 2 faculty members from each department (CSEE and CME) and the Assistant Dean of Student Affairs. The Dean of the School of Computing & Engineering will appoint faculty to the review committee.
2. The Assistant Dean of Student Affairs is a non-voting member unless the faculty votes result in a tie.
3. The review committee will meet at the end of each semester and during the first week of classes each semester to review applications and make decisions on DISA awards. The committee may hold an additional meeting in the summer to review applications as needed.
4. The committee will consider the student's application, academic credentials, and other accompanying materials.
5. The review committee's decision is final, however students may reapply for the DISA in future semesters if their application is denied.