

PETITION FOR REINSTATEMENT

DIRECTIONS TO STUDENT: Complete this form with the assistance of a counselor/advisor. Attach a letter to this completed form and submit it to the Admissions & Records Office (Bldg. 9, first floor). In your letter clearly explain any unusual circumstances which led to your dismissal and why you believe you can succeed at Cañada College if you are reinstated. Indicate the specific changes you plan to make if you are reinstated.

Dismissal Policy: A student on probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

1. The student's cumulative grade point average is less than 1.75 in all units attempted.
2. The cumulative total of units in which the student has been enrolled for which entries of "W", "I", and "NC" have been recorded reaches or exceeds 50 percent.

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning for reinstatement. A student may appeal for immediate reinstatement if dismissal has resulted from unusual circumstances. Petitions are reviewed by the Director of Matriculation. Appeals to the decision of the Director of Matriculation may be made to the Vice President of Student Services.

PRINT CLEARLY! ATTACH YOUR LETTER TO THIS FORM

DATE: _____

NAME _____ STUDENT ID# _____ BIRTHDAY _____

ADDRESS _____

TELEPHONE NUMBER(S) _____

I am petitioning for reinstatement for the following term: FALL _____ SPRING _____ SUMMER _____

What are your educational goals? (Circle all that apply)

CERTIFICATE PROGRAM: AA/AS DEGREE UNIVERSITY TRANSFER PERSONAL ENRICHMENT

Major area of study _____ How many hours a week do you work? _____

MEET WITH A COUNSELOR TO COMPLETE THE FOLLOWING INFORMATION

1. Student on DISMISSAL STATUS due to GPA _____ AND/OR PROGRESS _____ (check one or both)

2. What is your current GPA? _____

3. When did you last attend Cañada College? _____

4. Circle courses below that you have attempted or completed and list the GRADE you received in the course.

ENGLISH 801/826 _____ READING 801/826 _____ ENGLISH 800/836 _____ READING 802/836 _____

ENGLISH 100 _____ MATH 811 _____ MATH 111 _____ MATH 120 _____

5. Were you enrolled in the English Institute and taking ESL courses? (circle your response) YES NO

6. Have you completed the Placement Tests within the last TWO years? YES NO

STUDENT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY _____

Counselor's Recommendation: COUNSELOR _____ DATE _____

REINSTATE UNCONDITIONALLY REINSTATE DENIED ENROLLMENT LIMIT _____ (max)

COMPLETE PLACEMENT TESTS & COLLEGE ORIENTATION

DISCUSSED USE OF COURSE REPETITION DISCUSSED USE OF ACADEMIC RENEWAL POLICY

APPROVED NOT APPROVED

COMMENTS: _____

Dean of Counseling and Enrollment Services: _____ Date: _____