

# 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", "T", 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 \_\_\_\_\_

☐ REINSATE 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: \_\_\_\_\_