



Student Petition for Reinstatement from Dismissal

Berkeley City College
College of Alameda
Laney College
Merritt College

Academic Dismissal

Progress Dismissal

_____ SEMESTER 20____ PCCD College _____

Step 1) Schedule a mandatory appointment to meet with a counselor. Be prepared to discuss what led to your dismissal.

Step 2) Please bring your completed petition to your appointment. If the petition is not completed at the time of your appointment, the appointment may be cancelled.

Step 3) During your appointment you and your counselor will complete the “Student Petition for Reinstatement from Dismissal” form and update your Student Education Plan for at least one semester. You may also be required to take a counseling course or attend a student success workshop.

Step 4) Counselor will submit your completed petition, a copy of your updated Student Education Plan from PeopleSoft*, transcript, and any “Course Repetition Due to Withdrawal or Substandard Grade” forms as needed, to the Vice President of Student Services or designee for approval of reinstatement.

Step 5) The Vice President’s office will notify you within two (2) school days regarding the status of your petition and any conditions for enrollment that may exist. If approved, you may go to Admissions and Records to enroll in class(es).

*Counselor should write down the class sections & class codes in the comments/notes section of the SEP for courses he/she would like Admission & Records to enroll students into.

Print Name: _____
Last First Middle Initial

Peralta Student ID Number: _____

Phone: _____ Email: _____

Address: _____
City State Zip

Please answer the following questions:

Number of prior dismissals: _____

What is/are your educational goal (s)? _____

What factors have led to your dismissal? _____

How have your circumstances changed? _____

How do you plan to improve your academic performance? _____

Counselor Recommendations/Contract

Compliance with previous recommendations: Yes No Current GPA: _____

- Limit units next term to: _____ units
- Schedule an appointment with a counselor by _____ to develop or update your Student Education Plan
- Take advantage of the following services:

(Financial Aid, Library, EOPS, DSPS, Tutoring, Wellness Center etc.)

Follow the recommendations of the Assessment Placement Exam in: English Math ESL

- Apply for Academic Renewal in _____ Complete "Course Repetition Due to Withdrawal or Substandard Grade" Form
- Attend Student Success Workshop Enroll in counseling course: _____ Units ()

Attach copy of updated Student Education Plan with class codes – for A&R enrollment purposes

Comments: _____

I understand that failing to complete the above mentioned recommendations may result in my registration being blocked for future semesters. The hold will be reinstated after approved enrollment.

Student Signature: _____ Date: _____

Counselor Name (PRINT): _____

Counselor Signature: _____ Date: _____

Vice-President/Dean

Approved Denied

Comments: _____

VPSS/Dean Name (PRINT): _____

VPSS/Dean Signature: _____ Date: _____

A&R

Student notified on _____, by: _____ Signature: _____
Date Phone, E-mail, etc.

Peralta Community College District
Procedures for Reinstatement from Dismissal
Instructions for staff and faculty

Step 1) Student attends a Student Success Workshop (if offered) or student schedules an appointment to see a counselor to discuss the reasons for dismissal.

Step 2) Student completes a petition for reinstatement submitted by the Counseling Department (not the student), with the student's Student Education Plan (SEP) from PeopleSoft*, transcript, and any course repetition forms as needed, to the Vice-President of Student Services (VPSS) or designee. The counselor includes signature on both forms.

Counselor enters any recommendation into SARS on the "Notepad". *In order for comments to be accessible to all counselors across the district it is important that 'Note Security' is turned off.* The counselor's recommendation should include specific, measurable readmit conditions, (i.e. readmission denied for one semester, enrollment in counseling class, unit limitations, requirements for a specific number of follow-up counseling appointments during the term, etc.).

Step 3) The VPSS or designee reviews the petition and attachments and makes the final determination regarding reinstatement. The VPSS or designee will consult with the counselor if there are questions or comments. The VPSS or designee will notate on the petition if the student has been approved or denied, provide any additional comments, and sign the petition.

Step 4) A student services staff member from the Vice President's office will notify the student within **two (2) school days** regarding the status of their petition and any conditions for enrollment that may exist. Each campus will determine their own process and procedure for handling petition documents. (Please note: Admissions and Records must receive all necessary petition documents to enroll students.) If approved, the student may go to Admissions and Records to enroll in their classes.

Step 5) Admissions and Records then overrides the dismissal hold, enrolls the student in the specific recommended course(s) on the SEP, initiates a new hold 'HAD'. (HAD – Hold after Dismissal: Monitored Enrollment after Dismissal Service Indicator).

The hold prevents any enrollment additions during that specific term without approval from a counselor. If the student wishes to add any course(s) later in the term, the counselor will fill out a "Petition for Continued Enrollment after Dismissal Reinstatement" form, attach an updated SEP* and make notes in SARS 'Notepad'. The student then goes to Admissions and Records again, where Admissions and Records overrides the 'HAD' hold to enroll the student in the specific recommended courses on the updated SEP. This is an *effort* to monitor the readmitted student's progress. Once a student has met satisfactory academic and/or progress requirements, the 'HAD' service indicator will be removed from their account.

Note: Student Education Plan (from PeopleSoft) and petition forms should always include a counselor signature on the bottom of the form.

*Counselor should write down the class sections & class codes in the comments/notes section of the SEP for courses he/she would like Admission & Records to enroll students into.