

# Graduate Petition for Reinstatement from Academic Suspension

Graduate students who seek to re-enroll following academic suspension from the College must submit a petition for reinstatement to the Student Records Office. The primary contact for the petition is the Student Records Office at [studentrecords@cca.edu](mailto:studentrecords@cca.edu). Please note that it is not possible for graduate students to reenroll following a dismissal as graduate dismissal is final. For re-enrollment following a disciplinary suspension, contact the Dean of Students Office.

Please take the following steps:

1. Review your suspension notification from the Registrar and the Academic Review Committee, any related communication from your Graduate Chair, and the Student Handbook section on [Academic Progress for Graduate Students](#). Collectively, this information will help you to understand the basis of the suspension, the reinstatement timeline, and what you would need to change/avoid if you return to CCA.
2. Review your grades, academic period and cumulative GPAs, and CCA academic history/academic progress to degree.
3. If you are an international student, alert the ISAP office ([isap@cca.edu](mailto:isap@cca.edu)) of your plans.
4. Prepare your petition in accordance with the guidelines on the reverse side of this form. Complete and attach this cover sheet.

### PLEASE TYPE/PRINT CLEARLY

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State/Country Zip Code

Phone: \_\_\_\_\_ CCA Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Last Term Enrolled at CCA: \_\_\_\_\_ Intended Term of Return: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Graduate Chair: \_\_\_\_\_

**I understand that this request will not be approved without authorization from my Graduate Chair and Student Records.** I further understand that I am responsible for arranging to meet all obligations, financial and otherwise, to the College.

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

### FOR OFFICE USE ONLY

Received by Student Records: \_\_\_\_\_ Date \_\_\_\_\_

Forwarded to Graduate Chair: \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Graduate Chair:  Reinstated \_\_\_\_\_ Date \_\_\_\_\_

OR  Continue suspension pending \_\_\_\_\_ Until Term \_\_\_\_\_

SRO Activation Date \_\_\_\_\_ Holds Checked \_\_\_\_\_ Initials \_\_\_\_\_

Student Notified \_\_\_\_\_

## **Guidelines for Submitting a Petition for Graduate Reinstatement from Academic Suspension**

A petition for reinstatement is a concise and clear letter to the Academic Review Committee in which you outline your rationale for a reinstatement. You cannot make your case in person, so be sure that your petition succinctly provides all pertinent information.

All students must respond to the three questions below:

1. What were the conditions for return outlined in your suspension notification, how have you met them, and what verification are you providing (transcripts, etc.)?
2. Typically, all conditions must be met before a student can seek reinstatement. Are there any conditions that you were unable to meet in full? Please explain.
3. What resources will you use upon your return to ensure ongoing academic success?

Students whose suspension was linked to a semester with less than satisfactory grades must also comment on the following:

1. Provide a brief timeline/sequence of events for any extenuating circumstances that occurred in the semester(s) leading to the suspension and explain how these events had an impact on your academic progress.
2. Clarify what steps you took to improve your situation while at CCA and how successful these endeavors were. Did you seek assistance from your professors, Graduate Chair, Program Manager, the Assistant Dean for Access & Disability Services, or Learning Resource coaches? To what degree did poor decision-making or lack of action contribute to your situation, and what have you learned as a result?
3. Explain your understanding of what you must do to avoid dismissal. What you have done in the time away from CCA to address issues you faced last time/prepare for return? What grades must you receive to achieve satisfactory grades and GPAs? What resources would you use (or use differently)? How will you modify your course selection, study habits, or decision-making?

Please send an electronic copy of your petition with this cover sheet to CCA Student Records Office at [studentrecords@cca.edu](mailto:studentrecords@cca.edu). The petition will be forwarded to the Academic Review Committee and your Graduate Chair.

The deadlines for submission are the following:

- for fall semester, the first business day in March
- for spring semester, the first business day in October

Students who do not reinstate within one year of their eligible date to return may need to reapply to their program.

If you attended any other educational institutions as a condition of your return, please attach transcripts to your petition. Official transcripts must be sent to the Student Records Office prior to the end of your first semester of your return. Credit will usually be given for classes taken outside CCA only when these classes were pre-approved according to CCA's published procedures.