

Guidelines for Undergraduate Program Reinstatement after Academic Dismissal

The primary contact for reinstatement is the Student Records Office (studentrecords@cca.edu). If you plan to seek reinstatement, please take these steps:

- Review the reinstatement process under Academic Progress in the Student Handbook (<https://portal.cca.edu/thriving/student-handbook/academic-policies/academic-progress/>).
- Review your dismissal email and any prior probation emails you received in order to understand the basis of the dismissal decision and what you would need to change if you are allowed to return to CCA.
- Review your grades, your term and cumulative GPA and your progress toward degree completion.

Prepare your Reinstatement Petition

Your petition is a concise and clear letter to the Academic Review Committee in which you outline (1) the extenuating circumstance, if any, that occurred in the term leading to your dismissal, (2) what role your actions and decisions played in your struggle, (3) what you have done in your time away from CCA, and (4) how your academic performance will be different if allowed to return to your studies. You cannot present your case in person, so be sure that your petition succinctly provides the following pertinent information:

1. Personal information; Name, Student ID, Address, Phone and Email Address
2. A brief timeline or sequence of events for any extenuating circumstances that occurred in the term(s) when your GPA was below 2.0. Please explain how these events had an impact on your academic progress. Provide relevant documentation, such as a letter from a health care provider or therapist.
3. The steps you took to improve your situation and how successful those endeavors were. Did you seek assistance from your instructors, advisor, the Director of Access and Wellness, or learning resource coaches? To what degree did poor decision-making or lack of planning contribute to your situation, and what have you learned as a result?
4. During your time away from CCA, you are expected to have worked full-time, volunteered full-time, or attended college with a full-time load for a minimum of six months or one complete term. If you worked or volunteered you will need to submit a letter from your supervisor attesting to your responsibilities, time management skills and any other work-related attributes. If you have been a full-time student you will need to provide an official transcript showing final grades as well as courses still in progress. Please note that courses taken outside CCA will transfer with a grade of C or better **only** if they fulfill remaining requirements. You can contact the Registrar or your advisor regarding the transfer credit process (<https://portal.cca.edu/thriving/student-handbook/academic-policies/transfer-credit-policy-undergraduates/>).
5. If you are approved to return please explain your understanding of what you must do to avoid earning grades that would lead to a final dismissal from CCA. What grades must you earn to raise your cumulative GPA above the 2.0 necessary to remain in good academic standing? What resources would you use or use differently than in the past? How will you modify your course selection, unit-load, study habits, or decision-making?

Please send your reinstatement petition and accompanying documentation digitally to the Student Records Office at studentrecords@cca.edu. The office will forward your petition to members of the Academic Review Committee.

Reinstatement petitions must be received by the first week in March for the following fall term or by the first week in October for the following spring term.