



# Petition for Program Reinstatement

Office of the Registrar

1409 Walnut Grove Ave, Rosemead, CA 91770

626.571.8811 fax 626.571.1413

Use this form to request program reinstatement after being dismissed by the university.

**Step 1. Submit the completed form, accompanying word document, and all documentation to Registrar.**

**Academic (GPA) Dismissal:**

**Step 2. Meet with CESAO.**

**Step 3. If approved, meet with Academic Advisor/Department Chair to develop Academic Plan.**

**Administrative Dismissal:**

**Step 2. Meet with Department Chair and CESAO (Conduct) or CAO (Integrity). Title IX Coordinator is included, if applicable.**

**Step 3. If approved, a Conduct or Integrity Contract is prepared during meeting.**

**Step 4. After reinstatement decision has been reached, CESAO/CAO forwards form with all attachments to Registrar for processing. Registrar provides notification that registration is possible once approved form has been processed.**

**Step 5. If also applying for Financial Aid Reinstatement, meet with Financial Aid after approval has been posted.**

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

Program: \_\_\_\_\_ Term: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach a word document that thoroughly addresses the following three topics:**

1. Explain the circumstances that led to your dismissal. Extenuating circumstances may include, but are not limited to: personal injury or illness; family issues/difficulties; interpersonal problems; death of a relative; difficulty balancing responsibilities, etc. In addition, provide any documentation you have to justify your extenuating circumstances.
2. Explain what has changed in your life that will now allow you to be academically successful or to contribute positively to the university community. Provide any documentation that may justify your explanation.
3. Explain the strategies you will utilize that will allow you to be successful in future terms if given the opportunity. Be specific and provide justification for each strategy. Your strategies might include, but are not limited to: a change in your degree program (be sure to explain why the new program is a better fit for you); a commitment to seek tutoring, professional counseling, study group membership; a commitment to spend a set number of hours per class studying each week; etc. Provide any documentation you have that may justify your commitment.

**Student Statement & Signature**

*I hereby request reinstatement to my program, and, if applicable, of my financial aid eligibility (SAP). I understand the CESAO/CAO has the final decision in all appeals for reinstatement. I understand and agree that I am bound by the credit/GPA or other conditions applied to me in the Academic Plan or Conduct/Integrity Contract created specifically for me, and that I must comply with all of these conditions or I will again be dismissed and/or made ineligible for financial aid. I further understand that a second dismissal is permanent.*

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

**OFFICE USE**

Type of Dismissal:  Academic  Administrative Date Dismissed \_\_\_\_\_ Times Dismissed \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Latest Term GPA \_\_\_\_\_ Term \_\_\_\_\_

Comments: \_\_\_\_\_

Dean of Student Affairs: \_\_\_\_\_  Approve  Deny Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  Approve  Deny Date: \_\_\_\_\_

Advisor/Dept. Chair: \_\_\_\_\_  Approve  Deny Date: \_\_\_\_\_

Title IX Coordinator: \_\_\_\_\_  Approve  Deny Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Action: \_\_\_\_\_

**NOTIFICATIONS**

Student *Notified by Email*

Email: *Accounting, General Services, International Student Advisor, Library, IT*

Copy of form to: *Financial Aid*