

GRADUATE STUDENT PETITION FOR REINSTATEMENT

Graduate Students petitioning to be reinstated following an academic suspension from the college **must fill out this form** as part of their petition for reinstatement and return it to the Student Records Office at studentrecords@cca.edu which is the primary contact for the petition for graduate students. Please note that it is not possible for graduate students to re-enroll following a dismissal, as graduate dismissal is final. For re-enrollment following a disciplinary suspension, contact the [Dean of Students Office](#).

Student Name: _____ **Student I.D. Number:** _____

Student Email: _____ **Phone:** _____

Current Address: _____
Street City State Zip Code

Last Term Enrolled at CCA: _____ **Intended Term of Return:** _____

Program (Graduate): _____ **Program Chair (Graduate):** _____

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

Student Signature _____ **Date** _____

Upon receipt of this form and petition for reinstatement, the Student Records Office will forward to the Graduate Chair for their recommendation. Student will be notified if they are reinstated to the college and all holds checked or if they will continue suspension until term identified in notice.

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For consideration on being reinstated to the California College of the Arts, please provide the following information. Ensure that your petition is concise & clear, providing approximately 2-4 paragraphs for each explanation*.

Question Number 1.

Explanation of Academic Setback.

Describe the specific circumstances that led to falling out of good academic standing. To the degree you are comfortable, please share the specific circumstances (health, family, personal challenges) that led to falling out of good academic standing.

Please use the space provided on page number 3 of this form.

Question Number 2.

Reflection & Efforts During My Time Away.

Reflect on lessons learned during your time away. In addition, describe what actions were taken while away, such as courses, volunteering, or personal growth. Highlight any achievements or improvements made during this time.

Please use the space provided on page number 4 of this form.

Question Number 3.

Plans for the Future.

Outline a plan for academic success and explain what resources that CCA has to offer that you plan to engage with upon your return.

Please use the space provided on page number 5 of this form.

*Additional narrative can be attached to this form if necessary.

Reinstatement petitions must be received to the Student Records Office at studentrecords@cca.edu by the first week in March for the following fall term or by the first week in October for the following spring term.

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

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Explanation of Academic Setback.

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Reflection & Efforts During My Time Away.

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Plans for the Future.

Outline a plan for academic success, and explain what resources that CCA has to offer that you plan to engage with upon your return. (Approximately 2-4 paragraphs)

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