

## UNDERGRADUATE PETITION FOR REINSTATEMENT

Undergraduate 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](mailto:studentrecords@cca.edu) which is the primary contact for the petition for undergraduate students.

If you are an undergraduate, and attended another college during your absence from CCA, please attach transcripts to this form and your petition. *Official* transcripts **must be sent** to the Student Records Office prior to the end of your first semester of your return. Credit is usually given for classes taken outside CCA only when these classes were pre-approved according to CCA's published procedures. Please note that courses taken outside CCA will transfer with a grade of C or better **only** if they fulfill remaining requirements ([Transfer Credit Policy](#)).

**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.** 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 Academic Review Committee 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.

## UNDERGRADUATE PETITION FOR REINSTATEMENT

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](mailto: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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Question Number 1.

## **Explanation of Academic Setback.**

Describe the specific circumstances that led to falling out of a 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. (Approximately 2-4 paragraphs)

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

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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. (Approximately 2-4 paragraphs)

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

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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. (Approximately 2-4 paragraphs)

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