Student Petition for Reinstatement from Academic or Progress Notice

Berkeley City College
College of Alameda
Laney College
Merritt College

Select the College: ☐ **Alameda** ☐ **Berkeley** ☐ **Laney** ☐ **Merritt**

Term: ☐ Summer ☐ Fall ☐ Spring **Year: 20____**

☐ Academic Notice ☐ Continued Academic Notice ☐ Progress Notice ☐ Continued Progress Notice

Print Name:_____
Last First Middle Initial

Peralta Student ID Number:_____

Phone:_____ Email:_____

Address:_____
City State Zip

GENERAL INFORMATION (Student to Complete)

Academic Goal(s): _____ (Certificate/Associate Degree/Transfer/Other)

Number of hours you work per week:_____ Current GPA: _____

Number of units enrolled in current semester:_____ Units attempted previous semester: _____

What are the factors that you feel keep you from being a successful student: (mark all that apply)

- ☐ Number of work hours
- ☐ Did not withdraw from classes by deadline
- ☐ Not enough time to study or did not know how to study properly
- ☐ Need extra help to understand class work
- ☐ I have/may have a learning disability
- ☐ Lack of support at home (family does not understand what my college commitments are)
- ☐ Personal concerns and/or family responsibilities make it difficult to study
- ☐ Other; Please explain below

Additional Comments: _____

COUNSELOR AUTHORIZATION

☐ **Student has an updated Student Education Plan in PeopleSoft**

- ☐ Limit units next term to:_____
- ☐ Schedule an appointment with a counselor by _____ to develop or update your SEP
- ☐ Take advantage of the following services:_____
  (Financial Aid, Library, EOPS, SAS, Tutoring, Wellness Center etc.)
- ☐ Apply for Academic Renewal in:_____
- ☐ Course recommendations:_____ Units ( ) _____ Units ( )
- ☐ Enroll in counseling course:_____ Units ( ) _____ Units ( )

Comments: _____

I understand that failing to complete the above mentioned recommendations may result in my registration being blocked for future semesters. By completing this form, I agree to complete all the above recommendations related to academic progress at Peralta Community College District.

Student Signature: _____ **Date:** _____

Counselor Print Name: _____ **Signature:** _____ **Date:** _____

Peralta Community College District
Procedures for Reinstatement from Academic or Progress Notice
Instructions for staff and faculty

Step 1 The student sees a counselor to complete the "Student Petition for Reinstatement from Academic Progress Notice" (30-minute appointment recommended).

Step 2 The counselor completes the "Student Petition for Reinstatement from Academic Progress Notice" and makes sure that the student has an updated Student Education Plan in PeopleSoft. It is also advised that counselor adds academic progress contract recommendations in the comments box of the SEP.

Step 3 The counselor gives a copy to the student and gives the original contract to the counseling department.

Step 4 The counselor clears service indicator** (Hold) in PeopleSoft and the student proceeds to enroll via online registration.

Step 5 The Counseling Department should use the "Student Petition for Reinstatement from Academic Progress Notice" to develop and continue follow-up outreach activities during the semester through such things as follow-up appointments &/or phone calls to check on progress and update SEPs.

**Academic Progress Service Indicators:

APC -Academic Pause Continued

APO -Academic- On Progress Pause

PPC- Progress Pause Continued

PPO- Progress- On Pause