Student Petition for Reinstatement from Academic or Progress Pause

Berkeley City College
College of Alameda
Laney College
Merritt College

☐ **Academic Pause** ☐ **Progress Pause**

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

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

Step 1) Schedule a mandatory appointment to meet with a counselor. Be prepared to discuss what led to your academic or progress pause.

Step 2) Please bring your completed petition to your appointment. If the petition is not completed at the time of your appointment, the appointment may be cancelled.

Step 3) During your appointment you and your counselor will complete the "Student Petition for Reinstatement from Academic or Progress Pause" form and update your Student Education Plan for at least one semester. You may also be required to take a counseling course or attend a student success workshop.

Step 4) Counselor will submit your completed petition, a copy of your updated Student Education Plan from PeopleSoft*, transcript, and any forms as needed, to the Executive Vice President or designee for approval of reinstatement.

Step 5) The Executive Vice President's office will notify you within two (2) school days regarding the status of your petition and any conditions for enrollment that may exist. If approved, you may go to Admissions and Records to enroll in class(es).

*Counselor should write down the class sections & class codes in the comments/notes section of the SEP for courses he/she would like Admission & Records to enroll students into.

Print Name:_____
Last First Middle Initial

Peralta Student ID Number:_____

Phone:_____ Email:_____

Address:_____
City State Zip

Please answer the following questions:

Number of prior academic or progress pause/(s):_____

What is/are your educational goal(s)? _____

What factors have led to your academic or progress pause?_____

How have your circumstances changed?_____

How do you plan to improve your academic performance?_____

Counselor Recommendations/Contract

Compliance with previous recommendations: ☐ Yes ☐ No Current GPA:_____

☐ Limit units next term to: _____units

☐ Schedule an appointment with a counselor by _____ to develop or update your Student Education Plan

☐ Take advantage of the following services:

_____

(Financial Aid, Library, EOPS, SAS, Tutoring, Wellness Center etc.)

Follow the recommendations of the Assessment Placement Exam in: ☐ English ☐ Math ☐ ESL

☐ Apply for Academic Renewal in _____

☐ Attend Student Success Workshop ☐ Enroll in counseling course: _____ Units ( )

☐ **Attach copy of updated Student Education Plan with class codes – for A&R enrollment purposes**

Comments:_____

_____

_____

I understand that failing to complete the above mentioned recommendations may result in my registration being blocked for future semesters. The hold will be reinstated after approved enrollment.

Student Signature: _____ Date: _____

Counselor Name (PRINT):_____

Counselor Signature: _____ Date: _____

Executive Vice President/Dean

☐Approved ☐ Denied

Comments:_____

_____

EVP/Dean Name (PRINT): _____

EVP/Dean Signature: _____ Date:_____

A&R

Student notified on _____, by:_____ Signature:_____

Date Phone, E-mail, etc.

REV - 09/02/26

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

Step 1) Student attends a Student Success Workshop (if offered) or student schedules an appointment to see a counselor to discuss the reasons for academic or progress pause.

Step 2) Student completes a petition for reinstatement submitted by the Counseling Department (not the student), with the student's Student Education Plan (SEP) from PeopleSoft*, transcript, and any course repetition forms as needed, to the Executive Vice President (EVP) or designee. The counselor includes signature on both forms.

Step 3) The EVP or designee reviews the petition and attachments and makes the final determination regarding reinstatement. The EVP or designee will consult with the counselor if there are questions or comments. The EVP or designee will notate on the petition if the student has been approved or denied, provide any additional comments, and sign the petition.

Step 4) A staff member from the Executive Vice President's office will notify the student within **two (2) school days** regarding the status of their petition and any conditions for enrollment that may exist. Each campus will determine their own process and procedure for handling petition documents. (Please note: Admissions and Records must receive all necessary petition documents to enroll students.) If approved, the student may go to Admissions and Records to enroll in their classes.

Step 5) Admissions and Records then overrides the academic or progress pause hold, enrolls the student in the specific recommended course(s) on the SEP, initiates a new hold 'HAD. (HAD – Hold after Academic or Progress Pause: Monitored Enrollment after Academic or Progress Pause Service Indicator).

The hold prevents any enrollment additions during that specific term without approval from a counselor. If the student wishes to add any course(s) later in the term, the counselor will fill out a "Petition for Continued Enrollment after Academic or Progress Pause Reinstatement" form, attach an updated SEP* and make notes in SARS 'Notepad'. The student then goes to Admissions and Records again, where Admissions and Records overrides the 'HAD ' hold to enroll the student in the specific recommended courses on the updated SEP. This is an *effort* to monitor the readmitted student's progress. Once a student has met satisfactory academic and/or progress requirements, the 'HAD' service indicator will be removed from their account.

Note: Student Education Plan (from PeopleSoft) and petition forms should always include a counselor signature on the bottom of the form.

*Counselor should write down the class sections & class codes in the comments/notes section of the SEP for courses he/she would like Admission & Records to enroll students into.

REV - 09/02/26