

REINSTATEMENT INTO A _____ CLASS

DATE: _____

STUDENT'S NAME: _____

STUDENT ID #: _____

CONDITIONS OF REINSTATEMENT

I understand that I am to be reinstated after having been withdrawn from **Course** _____ for excessive absences in accordance with the College's attendance policy.

I understand that if I am absent one additional class period, I am subject to withdrawal* without further opportunity to be reinstated. Also, in order to remain in good standing for the duration of this course, I must meet the following conditions stipulated by my instructor:

1. _____
2. _____
3. _____
4. *After reinstating, if the student does not meet the above stated conditions he/she understands that a "W" will not be given, but he/she will receive an "F" for this course.

Instructor & Date

Student & Date

Department Chairperson & Date

Dean of Arts & Humanities & Date

NOTE TO INSTRUCTOR: *In addition to the reinstatement form, an add/drop slip and a grade sheet with attendance needs to be attached and given to the student before he/she is sent to the Dean's office for approval.*

NOTE TO STUDENT: *It is the student's responsibility to submit these forms to the Registrar's Office to finalize the reinstatement process.*