



995 N. Reed Ave, Reedley, CA 93654 Phone: 559-638-0300 Fax: 800-643-0906 Email: admissions@reedleycollege.edu

## Academic Standards Committee

### PETITION FOR WAIVER OF DISQUALIFICATION PERIOD AND REINSTATEMENT OF DISQUALIFIED STUDENT

#### INSTRUCTIONS

Reedley College students who have been disqualified for academic failure or lack of progress may petition the college Academic Standards Committee for waiver of the mandatory disqualification period and immediate reinstatement if they believe their disqualification is the result of circumstances beyond their control. The Academic Standards Committee will consider very carefully the circumstances of disqualified students and their likelihood of academic success if the terms of their disqualification are to be waived. Petitions from disqualified students who would like to petition for immediate reinstatement (without the mandatory disqualification period) must be accompanied by considerable supporting evidence and documentation. This process will require several days to prepare and assemble the complete petition; therefore, disqualified students considering requesting reinstatement must allow sufficient time to fulfill all the requirements of the petition process.

1. Obtain a “Petition for Waiver of Disqualification Period and Reinstatement of Disqualified Student” from the Reedley College Records Office.
2. Complete the personal information on the first page of the petition form.
3. State the reasons for the petition as completely as possible on the Student’s Statement, the second page of the form. Be sure to attach copies of any supporting evidence or documents of circumstances beyond your control. Complete this page of the petition form *before* seeing a counselor.
4. Make an appointment with a counselor to:
  - a. review your personal statement on your petition,
  - b. revise your Student Educational Plan (SEP), and
  - c. complete the information required on the “Counseling Record,” the third page of the petition form.
5. Submit the completed “Petition for Waiver of Disqualification Period and Reinstatement of Disqualified Student” and all supporting documentation to the Reedley College Records Office at least five working days before the next scheduled meeting of the Academic Standards Committee. The scheduled monthly meeting dates of the Academic Standards Committee are posted at the Admissions and Records Office. Request that a copy of your Reedley College transcript and transcripts of all other colleges you have attended be attached to your petition.

The **Academic Standards Committee** will consider your petition at its next scheduled monthly meeting, and you will be notified of the decision of the committee by the Vice-President of Instruction within three working days of the committee’s meeting.

RETURN COMPLETED FORM WITH REQUIRED ATTACHMENTS TO:

*Office of Admissions & Records*  
*Reedley College*  
*995 N. Reed Ave.*  
*Reedley, CA 93654*



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Student ID #: \_\_\_\_\_ Student's Name: \_\_\_\_\_  
 \_\_\_\_\_ Last First MI  
 Student's Address: \_\_\_\_\_  
 \_\_\_\_\_ Street City State Zip Code  
 Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Other name(s) under which you have attended Reedley College: \_\_\_\_\_  
 Have you ever attended another college?  Yes  No \_\_\_\_\_

Semester Disqualified:  Fall  Spring Year \_\_\_\_\_  
 For which semester are you requesting reinstatement?  Fall  Spring  Summer Year \_\_\_\_\_  
 Have you ever before submitted a petition for reinstatement to Reedley College?  Yes  No  
 If yes, when? \_\_\_\_\_  
 Semester Year

**REQUIRED ATTACHMENTS**

Student's Statement (attached)  
 Copy of retention agreement; date: \_\_\_\_\_  
 Revised Student Educational Plan (SEP); date revised: \_\_\_\_\_  
 Counseling record, including:  
 • evidence of participation in probation workshops and/or individual counseling sessions related to academic or progress probation  
 • placement test scores and dates and other relevant placement criteria  
 • counseling session revise SEP  
 • counseling session to review complete petition for reinstatement  
 Transcripts  
 • dates of probationary status, verified by \_\_\_\_\_ (date \_\_\_\_\_)  
 • date(s) of previous disqualification(s), verified by \_\_\_\_\_ (date \_\_\_\_\_)

**FOR OFFICE USE ONLY**

Date of action: \_\_\_\_\_

STRK Pending  
 STRK Approved/Denied

Approved  
 Approved with condition(s): \_\_\_\_\_  
 Denied  
 Tabled; Reason: \_\_\_\_\_

• Original Petition: Office of Admissions & Records      • Copy of Petition: To student, as official notification



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**STUDENT'S STATEMENT**

Please print or type. Attach additional page(s) if necessary.

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

- 1. Explain why you have been unable to complete college work successfully. Present all relevant information. You may attach evidence, e.g., copies of medical records or court records, which verify your situation.

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- 2. Explain why you will be able to be successful in college in the future. What will be different now and in the future?

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