

Shasta College

Return completed petition to
ADMISSIONS & RECORDS OFFICE

REINSTATEMENT APPLICATION

Submit by scheduled deadline
(see Academic Calendar on-line)

Reinstatement Process:

- Step 1** Although you may be disappointed with your academic status at this point, do not assume that the best solution is to return to Shasta College immediately. Many students submit their application for reinstatement without fully considering the options available to them. You should evaluate your situation thoroughly, and take the steps necessary to ensure your future academic success. We share your concern, and we encourage you to meet with a counselor. Like you, we hope that you eventually complete your goal, and we will approve your reinstatement into the college when you provide good reason that you are prepared to succeed.
- Step 2** Complete the Reinstatement Application for the semester in which you wish to enroll. **Incomplete and/or illegible applications will not be processed.**
- Step 3** Meet with a counselor to review your completed application.

****Incomplete Reinstatement Applications will not be processed.**

*****Read and keep this page for future reference.**

**Questions contact:
Admissions and Records Department
(530) 242-7650**

SHASTA COLLEGE PROBATION POLICY

Probation and Dismissal Process: Students enrolled at Shasta College are required to meet the minimum academic and progress standards to be in good scholastic standing. These standards are based upon provision of Title 5 of the California Code of Regulations and the Shasta College Governing Board. If a student fails to meet minimum academic standards after attempting 12 units, he/she will place on a probationary status. *Shasta College identifies two types of probation: academic and progress probation.*

Good Standing: Shasta College requires students to meet the minimum standards to be in good standing. Good standing is achieved when a student meets or exceeds a 2.0 semester and cumulative grade point average (GPA) and completes more than 50 percent of his/her attempted cumulative units with a letter grade (A, B, C, D, or F) or P (pass). The student who meets the minimum standards will be in good standing at Shasta College.

New Policies Affecting Probation Students: Beginning fall 2014, a student will lose priority registration privileges if s/he is placed on academic or progress probation or any combination thereof for two consecutive primary terms. **Beginning fall 2016,** a student will become ineligible for the California College Promise Grant (CCPG) if the student is placed on academic or progress probation or any combination thereof for two consecutive primary terms. Foster Youth are not subject to this regulation.

Academic Probation: Academic probation occurs after a student has attempted at least 12 units at Shasta College and has earned below a 2.0 cumulative GPA.

Academic Probation Semester 1: A student is placed on academic probation when his/her/their cumulative GPA falls below a 2.0. The student is encouraged to meet with a counselor to determine appropriate action to resolve the probation.

Academic Probation Semester 2: A student is continued on academic probation after the student is on academic probation and his/her/their semester GPA is below a 2.0 for a second consecutive semester. A student on second-time academic probation will be required to meet with a counselor to identify the deficiencies that resulted in the probation status, determine what actions are needed to regain a 2.0 GPA, and develop a course schedule for the upcoming semester.

Progress Probation: Progress Probation occurs when the percentage of all units in which a student has enrolled and for which entries of "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%) after a student has attempted at least 12 units. The student is encouraged to meet with a counselor to determine appropriate action to resolve the situation.

Progress Probation Semester 1: A student is placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of "W", "I" and "NC" are recorded, reaches or exceeds fifty percent (50%) after a student has attempted at least 12 units. The student is encouraged to meet with a counselor to determine appropriate action to resolve the situation.

Progress Probation Semester 2: A student is continued on Progress Probation after the student is on progress probation and withdraws from 50% or more of their semester coursework during a second consecutive semester. In this case, students will be required to meet with a counselor to identify the deficiencies that created the probation status, determine what actions are needed to complete more than 50% of the units taken, and develop a course schedule for the upcoming semester.

DISMISSAL: A student who does not meet the college's minimum standards for a third consecutive semester will be subject to dismissal from the college and is required to sit out for the subsequent semester including summer if dismissed after spring. A dismissed student wishing to reenroll is required to go through the reinstatement process. Semesters are considered consecutive based on the student's enrollment. For example, a fall semester followed by a fall semester will be considered consecutive if the student was not enrolled in the spring semester of that academic year.

REINSTATEMENT: A student who has been dismissed from Shasta College because of academic or progress disqualification must meet with a counselor and file a request for reinstatement. If the student provides reasonable assurance that he/she is prepared to succeed, his/her reinstatement application will be approved under certain conditions listed on the reinstatement contract. The deadline to submit a reinstatement application for a specified semester is available online under "academic calendar". A dismissed student may be reinstated after an absence of one or more fall or spring semesters.

REINSTATEMENT APPEAL: Any student may appeal probation or dismissal procedures if that student feels there are special mitigating circumstances. The student must meet with a counselor, file a request for reinstatement with the Admissions and Records Office and will be referred to the Scholastic Standards Committee for a final decision.

NOTIFICATION OF PROBATION STATUS: A student on academic and/or progress probation will be notified via email after grades are final. The email will inform the student of his/her probationary status and the necessary steps to take.

NOTIFICATION OF DISMISSAL STATUS:

The Admissions and Records office will make every reasonable effort to notify a student via email and/or letter of dismissal from Shasta College due to academic or progress disqualification as soon as that information is available following the completion of the semester. If a dismissed student has already enrolled in classes for a fall or spring semester, the Admissions and Records Office will disenroll the student retroactively as of the first day of the new term. Dismissal does not apply to summer school.

STUDENT SUPPORT SERVICES: Shasta College will make every reasonable effort to ensure that all nonexempt students who are on academic or progress probation or facing dismissal will be able to participate in counseling. Students are expected to take advantage of these opportunities in support of their success.

Course Repetition: This strategy is offered by the college to allow a student to improve his/her/their grade point average. A student may repeat any course in which he has received a substandard final grade (D or F). A student may not repeat such courses more than three times except with the approval of the Scholastic Standards Committee. All units and grades attempted or earned will appear on the permanent record, but only the first two substandard grades will be alleviated from the grade point average.

Academic Renewal: A student may petition the Scholastic Standards Committee to have up to 30 units of "D" or "F" grades removed from the computation of his/her grade point average for students who need a means of tempering their previous academic record so they may successfully accomplish an academic goal. Contact the Admissions and Records Office for petition forms.

Reinstatement Application

Student Information: (print clearly)

Student Name – Last, First, M.I.	Student ID #
Address – Street, City, State, Zip	Semester Applying
Email	Phone

Check all items that contributed to your dismissal:

- | | |
|---|---|
| <input type="checkbox"/> Personal Illness | <input type="checkbox"/> Failed to Drop Classes Properly |
| <input type="checkbox"/> Work Conflicted | <input type="checkbox"/> Problems with your Personal Life |
| <input type="checkbox"/> Courses were too difficult | <input type="checkbox"/> Learning Disability |
| <input type="checkbox"/> Not Motivated to Study | <input type="checkbox"/> Trouble with Time Management |
| <input type="checkbox"/> Lacked Study Skills | <input type="checkbox"/> Trouble with Note Taking |
| <input type="checkbox"/> Not Committed to School | <input type="checkbox"/> Trouble with Test Taking |
| <input type="checkbox"/> Family Death | <input type="checkbox"/> Other: _____ |

Student Support Services Used:

- | | |
|--|--|
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> EOP&S | <input type="checkbox"/> Tutorial Center |
| <input type="checkbox"/> Veterans Affairs | <input type="checkbox"/> Writing/Math Center |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Personal Counseling |
| <input type="checkbox"/> Learning Assistance | |

Have you been working with a counselor(s) at Shasta College? No Yes _____
Counselor(s) Name

Academic Goals:

What is your academic goal? Upgrade Job Skills Certificate AA/AS/BS Degree Transfer

Major: _____ College/University: _____

Do you have a current Student Educational Plan (SEP)? Yes No

How many hours do you plan to work per week for this semester?

Course Selection:

List below the course(s) you would like to enroll in and check the appropriate category (major, GE or career) for each course. The counselor will consider your choices and the recommendations made by a counselor. Keep in mind that for every hour you spend in class, it requires 2 hours of study time outside of class. **Students petitioning for reinstatement cannot exceed specified units during their reinstatement semester.**

Course(s) requested by student

COURSE	UNITS	REPEATING	Major / Program of study	GENERAL ED?	CAREER?	
						Total Units:

Read and Initial Each Statement:

_____ I have read and understand the Shasta College probation policies (attached).

_____ I will make an earnest effort to regain good standing with the college.

_____ I understand that if I am reinstated, I am required to earn a minimum 2.0 semester GPA and complete 50% or more of my units attempted. If I fail to do so, I will be subject to dismissal and sit-out for one full semester (fall or spring).

_____ If I am reinstated I understand that I will be enrolled on a probationary status.

I have completed the reinstatement application to the best of my ability and understand that if my application is denied, I can appeal the decision according to the probation policy.

Student Signature

Date

I have met with the student and have reviewed their student profile, external transcripts (if applicable), program of study, course repetition (if applicable), academic renewal (if applicable), and other factors contributing to my decision.

I approve this student's reinstatement.

I do not approve this student's reinstatement.

Comment:

Counselor Signature

Date