

Diablo Valley College
OFFICE OF ENROLLMENT SERVICES
321 Golf Club Rd. Pleasant Hill CA 94523

APPLICATION FOR REINSTATEMENT AFTER DISMISSAL

USE OF THIS FORM: to apply for reinstatement into an academic program because you were dismissed from DVC

INSTRUCTIONS:

- Review the College’s policy on Reinstatement after Dismissal at:
<http://www.dvc.edu/communication/policies/academic/probation-dismissal.html>
- Print Application for Reinstatement after Dismissal form and fill it out in (Blue or Black INK)
- Schedule an appointment with a counselor at the **Pleasant Hill Campus** by going in person to SSC Building 2nd floor or calling 925-969-2140.
- Schedule an appointment with a counselor at the **San Ramon Valley campus** by going in person to the Admissions office W150 or calling 925-551-6209.
- Bring the form with you to your counseling appointment. The form has to be signed by you and the counselor.
- Please note that it takes 2-3 working days for the hold to be lifted after meeting with your counselor.

PART I. Student Information

Student Name:	
Email address:	7 Digit Student ID:
Telephone Number:	
Could your student record at Diablo Valley College be under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the name.	

PART II. Dismissal Reasons:

Please complete the following in the space below or attach a Word document with your responses to the following questions:

- 1) Explain the extenuating circumstances that prevented you from being academically successful during the term indicated above (be specific). Extenuating circumstances may include, but are not limited to: personal injury or illness; family issues/difficulties; interpersonal problems; death of a relative; difficulty balancing responsibilities, etc. In addition, provide any documentation you have to verify your extenuating circumstances.

- 2) Explain what has changed in your life that will now allow you to be academically successful. In addition, provide any documentation you have to verify your explanation.

- 3) Explain the strategies you will utilize that will allow you to be academically successful. Be specific and provide justification for each strategy. Your strategies might include, but are not limited to:

- A change in your degree program (name the new program and explain why it is a better fit for you).
- A commitment to seek tutoring and/or counseling.
- A commitment to join a study group.
- A commitment to spend a set number of hours per class studying each week, etc.

- 4) Explain what we can do as an institution to help you succeed; what services or sources can we provide to you that you feel essential in your educational journey at DVC.

PART III: Student Statement/Signature

I hereby request reinstatement to the DVC after my academic dismissal. I understand that my education is my responsibility and DVC faculty and staff are here to help and assist me achieving my academic goals. I also understand that I must follow the educational plan created specifically for me and I must achieve a 2.0 GPA or better and/or complete 50% or more of attempted units or, I will again be academically dismissed and/or could be ineligible for financial aid.

Student's Signature: _____ **Date:** _____

Counselor's Signature: _____ **Date:** _____