

## REINSTATEMENT GUIDELINES FOR STUDENTS ON DISMISSAL STATUS

- Dismissed students must complete a Reinstatement Workshop to be considered for reinstatement
- Attendance to the workshop is required only once as long as academic performance improves
- Being reinstated does not adjust academic standing — Student remains on Dismissal status and must petition for reinstatement every term until they reach Good Academic Standing

College of San Mateo, as part of the San Mateo County Community College District, is an open access institution. Any person who has graduated from high school or who is at least 18 years old may matriculate and enroll in classes. To continue enrollment at colleges in the District (Cañada College, Skyline College and College of San Mateo) students must be in academic good standing as defined in the [San Mateo County Community College Rules and Regulations](#). This means maintaining an overall GPA of 2.0 or better and overall completion 51% percent of attempted units. Any student who is not in good academic standing must petition each term to continue enrollment.

1. After the Reinstatement Workshop, a student must meet with a counselor to create a Student Educational Plan (SEP) for the following semester.
2. A student on Dismissal Status is limited to .5 to 6 units.  
Reinstatement and the specific class enrollments must be approved by a counselor and the Dean of Counseling. A response identifying enrollment conditions will be emailed to the student.
3. A student may express enrollment needs (i.e., full-time status for insurance needs, financial aid needs, or athletics programs, etc). However, these needs are not considered when a student is on dismissal status. Unit limitations identified in #1 are upheld.
4. Often, dismissed students are required to complete a CRER or COUN course and/or study skills course appropriate to the educational goal and/or academic history.
5. Reinstatement is provisional for a term but a student remains on dismissal status until the GPA is a 2.0 or higher and the course completion rate is at least 51%. ***While on dismissal status, a student must petition for reinstatement every semester.***
6. A student on dismissal status may be dismissed and not allowed to register for classes in the San Mateo County Community College District for the next semester if the student *does not*:
  - adhere to the conditions on the Reinstatement Petition
  - successfully complete courses attempted
  - follow the Student Educational Plan on file
  - improve academic standing after provisional reinstatement

# REINSTATEMENT PETITION

**Directions:** After completing this form, you must meet with a counselor. *If you are currently in classes, you must attach progress reports filled out by your instructors.*

Submit this completed form to **Counseling Services, College Center Building 10, Room 340**

You will be notified of your reinstatement decision by email (*my.smccd.edu*)

**If approved, you will be reinstated for the upcoming semester. To continue reinstatement, you must complete this form and meet with a counselor each semester until you are in good academic standing.**

**PRINT CLEARLY & COMPLETE CAREFULLY – INCOMPLETE FORMS WILL NOT BE REVIEWED**

Name: \_\_\_\_\_ CSM ID#: \_\_\_\_\_  
Last name First name G #

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ CSM Email: \_\_\_\_\_@my.smccd.edu

What is your educational goal? \_\_\_\_\_ How many hours a week do you work? \_\_\_\_\_  
Major, transfer, career, etc.

What happened? **What will you do differently?** List factors that led to dismissal status and **changes you will make if reinstated.**

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## C O U N S E L O R R E V I E W

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_ GPA \_\_\_\_\_ Progress \_\_\_\_\_

\_\_\_\_\_ Discussed Course Repetition/Grade Alleviation \_\_\_\_\_ Discussed Academic Renewal Policy \_\_\_\_\_ Previously reinstated?

Counselor's advice: \_\_\_\_\_

\_\_\_\_\_

Student Educational Plan (SEP)		Student Educational Plan (SEP) <i>Do not use when planning spring</i>	
Term:	Year:	Term:	Year:
Course:	Units:	Course:	Units:
Course:	Units:	Course:	Units:
Course:	Units:	Course:	Units:
Course:	Units:	Course:	Units:
TOTAL UNITS:		TOTAL UNITS:	
Counselor Signature		Student Signature	

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Dean of Counseling, Advising and Matriculation signature: \_\_\_\_\_ Date: \_\_\_\_\_