

# Guidelines for Reinstatement

## FINANCIAL AID MAY NOT BE AVAILABLE FOR REINSTATED STUDENTS

Please see a Financial Aid Advisor to discuss a possible Standards of Academic Progress (SAP) Appeal.

**Academic Dismissal Policy** - Academic dismissal is an involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA) for each academic term. Academic dismissal requires the student to stay out of school for one full calendar year to reflect on his/her commitment to education and to make any necessary changes to facilitate future success. Academic dismissal is noted on the student's permanent record. Students readmitted after being academically dismissed will be on an academic probation and must meet with an academic advisor prior to registering for classes.

**Note:** Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.

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*PLEASE READ BEFORE FILLING OUT THIS REQUEST FORM.*

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- **FINANCIAL AID** - This request is to reinstate you academically in the College but does not signify that you are eligible for Financial Aid. Please speak with a Financial Aid advisor regarding ways to finance your education, including a possible SAP appeal.
- **INTERNATIONAL STUDENTS** – All International Students must meet with the International Admission and Recruitment Manager before submitting a request. Do not submit this form without the Manager's approval.
- **TRANSCRIPTS** - If you have attended another educational institution while on dismissal, you must request that an official copy be sent to Palm Beach State College before you meet with your advisor. Please bring an unofficial copy to your appointment with your advisor.

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### *Steps for filing a Request for Reinstatement*

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1. Request that official transcripts from other educational institutions be sent to Palm Beach State College (PBSC), if applicable.
2. Complete the Request for Reinstatement form.
3. Sign and date the form.
4. Make an appointment to meet with the designated Advisor to develop or update your educational plan and review this request.



B. Explain what you have done during the past year to improve the issues/reasons you were unsuccessful in your classes. If you have attended another educational institution, have you requested that your transcript be sent to PBSC?

C. Explain what you plan to do in the future to assure success with your classes.

**Part III – Respond to these time obligations.** How many hours on average do you spend each week on the following?

ACTIVITY	Number of Hours
Homework	
In class	
Working a job	
Traveling to/from work	
Traveling to/from school	
With childcare/family obligations	
Internet/social media	
Sleeping	
Preparing and/or eating meals	
On personal hygiene (showering, grooming, etc.)	
Participating in religious activities	
On chores (laundry, shopping, etc.,)	
Socializing/attending leisure activities	
Watching TV	
<b>Total Hours:</b>	

**REFLECTION:**

There are a total of 168 hours in one week. How does your total hours compare to 168 hours per week? If you run out of hours in one week, what can you do to reduce or eliminate some activities to allow you additional hours toward your coursework?

**Please Comment:**

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**Part IV – Respond to the following questions.**

1. How will you plan and organize your time?

2. If you are working, how has your work schedule changed to allow you more time to focus on your courses?

3. What is different about your obligations at home since you were dismissed?

4. What academic support systems will you use to help you pass your courses? *Student Learning Center (SLC) is free for all students.*

**Part V** – Please add any additional comments below.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**ADVISOR:**

I recommend reinstatement for Term/Year: \_\_\_\_\_ Campus: \_\_\_\_\_

Limited to: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**REGISTRAR**  Processed Reinstatement Approval Dated: \_\_\_\_\_ Initial: \_\_\_\_\_

**Campus Location:** \_\_\_ Belle Glade \_\_\_ Boca Raton \_\_\_ Lake Worth \_\_\_ Loxahatchee Groves \_\_\_ Palm Beach Gardens