Third Academic Warning
Academic Reinstatement Petition

A student is placed on third academic warning if s/he earns below a 2.0 GPA in graded credits each term for three consecutive terms. As such, students are required to meet with their advisor and complete an Academic Reinstatement Petition. **The petition must be submitted to Enrollment Services/Boyle Education Center no later than 5:00 pm on the second Monday of the term.** All reinstatement petitions will be reviewed by the Academic Reinstatement Committee on Wednesday of the second week of the term. Students will be contacted about the Committee's decision on that day.

Third academic warning students are required to participate in some sort of activity, workshop or other assistance designed to address the reasons contributing to the academic warning. An advisor can help determine the most appropriate option, which may include, but are not limited to:

- Writing a three-page paper, identifying 5 - 10 study skills techniques and address which three of those techniques you plan to use to address your personal study skills needs. Must be typed, minimum of three pages and include at least three resources (at least one must not be an internet resource).
- Attending a career exploration workshop, or meeting one-on-one with a career advisor;
- Meeting with a personal counselor to address time management, test anxiety, depression or other personal situations that may be affecting your academic success;
- Or another option as recommended by the advisor.

If a student's reinstatement petition does not include specific steps to address academic warning issues, the petition will be denied. For questions about this requirement, contact Courtney Ford at cford1@cocc.edu or 383-7299 BEFORE the deadline to submit the petition.

Students are encouraged to speak with their advisor prior to completing this petition. Advisors will assist students in planning the appropriate coursework to meet academic goals and help create a balanced schedule to meet specific needs. Note: students may not change advisors at this stage unless mutually agreed upon by advisor and advisee. If you do not know your advisor's office number, telephone or e-mail, contact Enrollment Services – Admissions at 383-7500.

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By submitting this Academic Reinstatement Petition, I agree to follow the academic plan and any requirements made by my advisor or the Academic Reinstatement Committee. If I choose to not follow the plan or requirements, I may be dropped from my classes.

Student Name (print)	COCC ID
Mailing Address	Phone Number
Student Signature/Date	Advisor Signature/Date

Academic Reinstatement Petition Instructions

On separate sheets of paper, complete all items listed below and submit to Enrollment Services in the Boyle Education Center by 5:00 p.m. on Monday of the second week of the term. Students are encouraged to provide enough information so that the Academic Reinstatement Committee can make a reasonable decision about the reinstatement request. The 3-Year Planner and Weekly Planner worksheets are linked below and are also available in Enrollment Services and the CAP Center.

1. State your academic goal at COCC (Certificate? Degree? Transfer? Other?)

2. Based on this goal, provide a term by term listing of the classes needed to reach your academic goal.

3. Explain the factors that contributed to your third academic warning and what steps you plan to take to resolve them.

4. List what specific steps you plan to take to address the situations that led to a third academic warning (e.g., study skills research paper, meeting with a personal counselor, meeting with a career counselor, etc.)

5. Complete a weekly chart for your next term and include your in-class time, your work hours, study time, and any other time commitments.

6. Include a letter from your advisor that lists any special requirements (e.g., specific classes, limiting credits, follow-up meetings, career counseling, personal counseling) and other information the Committee may find helpful.