



PETITION FOR REINSTATEMENT

2025-2026

Name of Petitioner

Student ID #

Advisor's name

Completed Petition forms must be submitted to the First Stop in Columbia Hall no later than the following dates:

- FALL 2023 - September 19, 2025
- WINTER 2024 - January 2, 2026
- SPRING 2024 - March 27, 2026

Petitions will not be reviewed without all required materials.

Petitions submitted after the above dates will not be considered until the following term. No exceptions will be made.

Filing a petition does not ensure academic reinstatement or an extension of financial aid. Until you receive a communication from the Registrar's Office granting reinstatement. You cannot assume you have been reinstated.

If you have questions it is your responsibility to check with the Registrar's Office about the outcome of your petition.

Mitigating circumstances are the prime factor considered in deciding the outcome of a petition. Below are some of the reasons you may cite for requesting reinstatement:

- Serious injury/illness of student – Must be documented by a Physician's Statement or other medical documentation.
- Death or serious injury/illness of immediate family member –You must attach a death certificate, obituary, or Physician's Statement.
- Learning disability – You must attach a letter or other documentation from the professional or agency that determined your disability. You may also submit a statement from the Office of Access and Advising or other CCC professional staff.
- Other documented reasons beyond your control.

You must include the following items for the petition to be considered complete.

Type a letter briefly describing; 1) the circumstances that you feel caused you to be suspended, 2) explain how the situation has been resolved, 3) what steps have you taken to ensure you will be successful next term.

Submit supporting letters or documents that verify the mitigating circumstances. You must submit something that verifies your situation, or your petition will not be reviewed. You may choose to submit a letter from your academic advisor or another college employee.

Submit an Academic Planner showing your enrollment plans for the next two terms signed by your advisor.

Please return all materials to the Student Service First Stop in Columbia Hall, or email materials to registration@clatsopcc.edu

Clatsop Community College | First Stop | Columbia Hall
1651 Lexington Ave., Astoria, OR 97103 | finaid@Clatsopcc.edu | www.clatsopcc.edu

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