



CLATSOP COMMUNITY COLLEGE  
**PETITION FOR REINSTATEMENT: 2024-2025**

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Name of Petitioner	Student ID #	Advisor's name
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Completed Petition forms must be submitted to the First Stop in Columbia Hall no later than the following dates:

- FALL 2024 - September 27, 2024
- WINTER 2025 - January 3, 2025
- SPRING 2025 - March 28, 2025

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) and 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 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](mailto:registration@clatsopcc.edu)

**Clatsop Community College | First Stop | Columbia Hall**  
**1651 Lexington Ave., Astoria, OR 97103 | [finaid@Clatsopcc.edu](mailto:finaid@Clatsopcc.edu) | [www.clatsopcc.edu](http://www.clatsopcc.edu)**

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Clatsop Community College is an affirmative action, equal opportunity institution. ADA accessible. For the complete Non-Discrimination and Accommodations statements, please visit <https://www.clatsopcc.edu/ada>

Clatsop Community College es una institución de igualdad de oportunidades y de discriminación positiva. Para las declaraciones completas de No-discriminación y de Ayuda a las personas discapacitadas, visite <https://www.clatsopcc.edu/ada>