



# PETITION FOR REINSTATEMENT FOR ADMINISTRATIVE WITHDRAWALS

08/01/08

\_\_\_\_\_  
**Last Name** **First** **Middle**

\_\_\_\_\_  
**SSN/EMPLID #**

\_\_\_\_\_  
**Date**

This is to request reinstatement in \_\_\_\_\_ class.  
Course Number/Section Number Course Name

I understand that I was administratively withdrawn due to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I also understand that given the above concerns, I am in danger of not being able to successfully complete this class. The consequences of an F grade on C.G.P.A. have been explained to me. Notwithstanding, I wish to continue to be officially enrolled in the class.

\_\_\_\_\_  
Student Signature

VHCC academic regulations relative to institutional administrative withdrawal indicates a student’s request for reinstatement must be made within five (5) working days. The request must be submitted to the course instructor. If the decision of the faculty is contrary to the student’s expectations, the student may appeal to the appropriate Division Chair.

Approval

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Disapproval

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Reason for Disapproval:  
\_\_\_\_\_  
\_\_\_\_\_

White Copy – Admission’s Office  
Yellow Copy – Counselor’s Office  
Pink Copy – Student Copy