



ACADEMIC REINSTATEMENT REQUEST

An **Academic Reinstatement Request** form is used when a student wants to be reinstated to enroll in classes, after completing an academic suspension (one semester fall or spring).

Steps to complete in order to be considered for **Reinstatement**:

1. Complete a one page, typed statement explaining what caused your failure to comply with ECC's Standards of Academic Progress, what steps you will take to improve your academic performance and why you wish to return to ECC. Please ensure that you fully describe your individual situation and intended course of action.
2. Schedule an appointment with your assigned academic advisor by calling **847-214-7390**. Bring this form and your typed, one page statement to your advising appointment. During your advising appointment, you and your advisor will complete the Student Success Contract on the opposite side of this form.
3. Detailed regulations pertaining to the **Standards of Academic Progress** can be found in the College Catalog and online at elgin.edu/standardsofacademicprogress. Please review.
4. To ensure consideration for the upcoming semester, it is recommended that you meet with your advisor by the following priority deadlines:
 - To be considered for enrollment in spring semester – **October 15**
 - To be considered for enrollment in summer semester – **March 1**
 - To be considered for enrollment in fall semester – **May 15**
5. Following your meeting with your advisor, the advisor will submit your request to the Associate Dean of Advising, Transfer & Career Development Services who will render a reinstatement decision.
6. You will be notified via your ECC student email within 10 days after the submission regarding the outcome of your **Academic Reinstatement Request** by:

Peggy Gundrum
Associate Dean of Advising,
Transfer & Career Development Services
Elgin Community College
1700 Spartan Drive, B120
Elgin, IL 60123
pgundrum@elgin.edu

Incomplete Reinstatements will not be reviewed.
Please be sure to include all documentation to support your Reinstatement.
All Reinstatement decisions are final.

NOTE: This form is not for financial aid reinstatement.



ACADEMIC REINSTATEMENT REQUEST

Name: _____ ECC# _____

ECC Email: _____@student.elgin.edu Phone: _____

I am requesting reinstatement after completing Academic Suspension. I wish to return to ECC for the following academic period:

Summer of _____ Fall of _____ Spring of _____

I have completed the one page written statement

Courses recommended upon reinstatement:

Current SOAP Cumulative GPA: _____

Credits required to return to Good Academic Standing: _____

Grades or GPA: _____

http://apps.cuchicago.edu/academic_advising/gpa_calc/

SUCCESS CONTRACT

If reinstated to Elgin Community College, I pledge to the following to ensure my academic success:

- MANDATORY** midterm check-in meeting with advisor
- Visit Tutoring (Bldg C, second floor)
- Visit The Write Place (Bldg B, 274)
- Communicate with Instructors / attend Office Hours
- Visit a Wellness Professional to talk about _____ (Bldg B, 120)
- Study and do work outside of class (recommended: 2 hours for each hour spent in class per week)
- Participate in Time Management activity (ask advisor for details)
- Visit a Career Specialist to _____ (Bldg B, 120)
- _____

By signing below, I agree to the above contract and acknowledge that if my reinstatement request is approved, it will be for **the requested academic period ONLY**. My ability to continue taking courses at ECC beyond the requested academic period will be contingent on my term SOAP GPA at the end of the reinstatement term, which **must be a 2.0 or higher**.

Student Signature

Date

Advisor Signature

Date

Peggy Gundrum, Associate Dean of Advising, Transfer & Career Development Services Date For Office Use Only

Request	Date	Max Cr. Hrs.	Notification	XTPE Entered by Advisor	Email Sent to Change Status
<input type="checkbox"/> Approve			<input type="checkbox"/> In Person _____	<input type="checkbox"/> Yes _____	<input type="checkbox"/> Yes _____
<input type="checkbox"/> Deny			<input type="checkbox"/> Phone _____	<input type="checkbox"/> No _____	<input type="checkbox"/> No _____
			<input type="checkbox"/> Email _____	<input type="checkbox"/> NA _____	<input type="checkbox"/> NA _____

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