

**APPLICATION FOR REINSTATEMENT TO SOUTH SEATTLE COLLEGE**

Name: \_\_\_\_\_ Student Identification #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email (required): \_\_\_\_\_

Counselors' Name: \_\_\_\_\_ Are you employed? (circle one) YES NO  
If yes, hours worked per week: \_\_\_\_\_

Quarter reinstatement requested for: \_\_\_\_\_

**1. Please write a statement that addresses the following:**

- Explain, on a separate page, any extenuating circumstances that have prevented you from meeting South Seattle College's academic standards.
- Explain in detail why you think you will be successful if reinstated.
- Outline the steps you will take to improve your academic standing.

**2. Faculty or Counselor letter of support – no more than two (optional).**

**3. Attach all relevant documents to the Application for Reinstatement.**

- Contact your department Dean to arrange a time to submit this application and supporting documents.
- Attach an unofficial transcript to this application (Printed from within My South).
- The application is due no later than two weeks before the start of the quarter for which you are requesting reinstatement.

*In signing this reinstatement application, I acknowledge that failure to disclose and submit complete and accurate information, along with all required documents, will result in denial of readmission to South Seattle College. I understand that if I am reinstated, I will continue to be on Academic Probation and must meet with a Counselor to complete the registration process and to arrange for ongoing academic counseling. I understand that failure to maintain a quarterly GPA of 2.0 or higher will result in Academic Suspension for 4 consecutive quarters from that point forward.*

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

\_\_\_\_\_  
Date

**Department Dean Approval:**

\_\_\_\_\_  
Department Dean Signature

\_\_\_\_\_  
Date

***Student must hand deliver Reinstatement Application to the Registration Office in the Robert Smith Building if approved by the Dean.***