

Date Received: \_\_\_\_\_

### **Reinstatement/Appeal for Suspended Students**

Students placed on academic suspension must appeal to the Dean of Student Development before they can re-enroll. Academic regulation 9.503 requires that students who have attempted 30 credit hours or more with a cumulative GPA below 1.25 and whose current semester GPA is below 1.75 will be suspended for a complete fall or spring semester. Upon readmission, students will be subject to the provisions of academic restriction; that is, they may enroll for 6 credits or two courses only.

Appeals and requests for reinstatement must be submitted to the campus Dean of Student Development or designee. Students are responsible for gathering and presenting all relevant documentation of facts in support of their suspension appeal.

#### Steps in the Reinstatement/Appeal Process

1. Meet with a counselor to discuss your interest in returning to Montgomery College. Ask the counselor for documentation of your placement tests and a copy of your grade history
2. Discuss and obtain counselor approval to register for appropriate courses.
3. Complete a Reinstatement/Appeal Form and explain circumstances to support your desire for re-enrolling at Montgomery College.
4. Submit all documentation (test scores and grade history as well as the completed registration form and reinstatement/appeal form) to the Dean of Student Development or designee in room 605 of the Macklin Tower Building.
5. You will be notified of the outcome regarding your reinstatement/appeal within three business days after you submit all forms.

Dean or Designee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Montgomery College  
Office of the Dean of Student Development

**Reinstatement/Appeal for Suspended Students**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

M#: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Telephone: \_(\_\_\_\_\_)\_\_\_\_\_  
(Area code and number)

E-mail Address: \_\_\_\_\_

CONSIDERATION FOR REINSTATEMENT/APPEAL

Please explain circumstances to warrant your reinstatement. Attach supporting documentation.

I verify this information is correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Designee's recommendation:

Dean or Designee's signature: \_\_\_\_\_ Date: \_\_\_\_\_