

PLEASE READ: No-Show drops cannot use this Reinstatement form. Reinstatements must be done within 2 weeks from the drop date.

This form can be submitted if <u>ALL</u> of the following are met:

- Student is dropped with an eligible drop status: DN, IN, DC, IC, DI, II.
- No more than two weeks has passed from the drop date.
- The final reinstatement deadline (below) has not passed for the course.
 - o 16 week courses: Monday, May 13, 2024
 - o 1st, 2nd 8-week & other length courses: Please check with Faculty Services

<u>Form Submission:</u> Either the student or instructor can submit this form either in-person to the Enrollment Center or, to OCCfacultyservices@cccd.edu from their CCCD e-mail address. This form must be submitted within a week of the Instructor's Signature. This form can either be printed and hand signed, or signed electronically.

PLEASE REINSTATE:			
STUDENT NAME		ID#	
First and Last Name			
Course Title (e.i. MATH A100)	CRN No.	Term & Year	
Student's Acknowledgement & Respons	sibility:		
I understand that I am responsible for any an attend the course after my reinstatement, I agreesponsible for the grade received.		•	
Student's Signature	 Date		
Instructor's Approval:			
Instructor's Name (please print)	Instructor's Signature	 Date	