



Counseling and Matriculation

Reinstatement Application

Submit by scheduled deadline
(see Academic Calendar online)

Reinstatement Process:

- Step 1** Although you may be extremely disappointed with your academic status at this point, do not assume that the best solution is to return to AHC immediately. Many students submit their application for reinstatement without fully considering the options available to them. You should evaluate your situation thoroughly, and take the steps necessary to ensure your future academic success. We share your concern, and we encourage you to meet with a counselor. Like you, we hope that you eventually complete your goal, and we will approve your reinstatement into the college when you provide good reason that you are prepared to succeed.
- Step 2** Complete the Reinstatement Application for the semester you wish to enroll in. The Counseling Department will accept legible, complete applications once the schedule of classes is available online. **Incomplete applications will not be processed.**
- Step 3** Meet with a counselor prior to the scheduled deadline to review your completed application. The counselor will submit your reinstatement application to the Probation Committee for review.
- Step 4** The Probation Committee will review your reinstatement application and inform you of the decision. You will be notified by telephone and AHC email once a decision has been made. Be sure to check your myHancock email often.

****Incomplete Reinstatement Applications will not be processed.**

*****Read and keep this page for future reference.**

**Questions contact:
Counseling Department
(805)922-6966 ext. 3293**

probation.committee@hancockcollege.edu

Many questions may be answered on our Counseling Department website at:

www.hancockcollege.edu/counseling

ALLAN HANCOCK COLLEGE PROBATION POLICY

General: Students at Allan Hancock College are required to maintain a specific level of academic performance to be in “Good Standing.” This performance is based on the provisions of Title V of the California Administrative Code and the Governing Board of Allan Hancock College. If a student has attempted eight (8) or more units at Allan Hancock College, but cannot maintain “good standing,” he/she will be placed on probation. Probationary students will be assisted to regain “good standing.”

Good Standing: Allan Hancock College requires students to meet the minimum standards to be in good standing. Good standing is achieved when a student meets or exceeds a 2.0 semester and cumulative GPA and completes 50% of his/her attempted cumulative units with a letter grade (A, B, C, D, or F) or P (pass). The student who meets the minimum standards will be in good standing at Allan Hancock College.

Academic Probation: Academic probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has earned below a 2.0 semester GPA. He/she will be placed on academic probation after semester grades are final.

First time Academic Probation: A student is placed on first academic probation when his/her semester GPA is below a 2.0.

Second-Time Academic Probation: Second academic probation occurs after a student is on first academic probation and his/her semester GPA is below a 2.0 for the second time. At this level, the student is restricted to 9 units.

Progress Probation: Progress probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has not completed at least 50% of his/her attempted cumulative units with a letter grade (A, B, C, D, or F) and P (pass), he/she will be placed on progress probation after semester grades are final.

First-Time Progress Probation: A student is placed on first progress probation when he/she has not completed at least 50% of his/her attempted cumulative units with a letter grade (A, B, C, D, or F) and P (pass).

Second-Time Progress Probation: Second progress probation occurs after a student is on first progress probation and fails to complete at least 50% of his/her attempted cumulative units. At this level, the student is restricted to 9 units.

Subject to Dismissal: A student who does not meet the college’s minimum standards while on second academic and/or progress probation will be subject to dismissal from the college and required to sit out for one regular semester (fall or spring), including summer. A dismissed student wishing to reenroll is required to go through the reinstatement process.

Reinstatement: A dismissed student wishing to take credit courses may submit a reinstatement application to the Counseling Department after sitting out for one regular semester (fall or spring), including summer, for enrollment consideration. Once a student completes a reinstatement application, he/she is required to meet with a counselor for a recommendation. The application is then reviewed by the probation committee for a final decision. If the student provides reasonable assurance that he/she is prepared to succeed, his/her reinstatement application will be approved under certain conditions listed on the reinstatement contract. The deadline to submit a reinstatement application for a specified semester is available online under “academic calendar.” The application may be downloaded from our college website under “counseling” or a student may obtain a copy from the Counseling Department.

Appeal from dismissal: The Probation Committee reviews each reinstatement application submitted to the Counseling Department and the Dean, Student Services and Matriculation or designee, acts on appeals in the event a student is denied reinstatement and is requesting additional consideration.

Reinstatement Application

Student Information: (print clearly)

Student Name _____

H _____

Student ID# _____

AHC email _____@my.hancockcollege.edu

Telephone Number _____

Semester Last Attended _____

Semester Applying For _____

Santa Maria Lompoc/Solvang VAFB
(Circle Your Campus Location)

Check all items that contributed to your dismissal:

- | | |
|---|--|
| <input type="checkbox"/> Personal Illness | <input type="checkbox"/> Work Conflicted |
| <input type="checkbox"/> Courses were too difficult | <input type="checkbox"/> Not Motivated to Study |
| <input type="checkbox"/> Lacked Study Skills | <input type="checkbox"/> Not Committed to School |
| <input type="checkbox"/> Family Death | <input type="checkbox"/> Failed to Drop Classes Properly |
| <input type="checkbox"/> Problems with your Personal Life | <input type="checkbox"/> Learning Disability |
| <input type="checkbox"/> Trouble with Time Management | <input type="checkbox"/> Trouble with Note Taking |
| <input type="checkbox"/> Trouble with Test Taking | <input type="checkbox"/> Other: _____ |

Student Support Services Used:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> EOP&S/CalWorks | <input type="checkbox"/> Veteran Success Center | <input type="checkbox"/> CAN |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Learning Assistance | <input type="checkbox"/> MESA | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Tutorial Center | <input type="checkbox"/> Writing/Math Center | <input type="checkbox"/> Personal Counseling | <input type="checkbox"/> STEM |

Have you been working with a counselor(s) at AHC? No Yes _____
Counselor(s) Name

Academic Goals:

What is your academic goal? Upgrade Job Skills Certificate AA/AS Degree Transfer

Major: _____ College/University: _____

Do you have a current Student Educational Plan (SEP)? Yes No

Do you have a job? Yes or No If so, how many hours per week will you work? _____

Course Selection:

List below the course(s) you would like to enroll in and check the appropriate category (major, GE or career) for each course. The Probation Committee will consider your choices and the recommendations made by a counselor. Keep in mind that for every hour you spend in class, it requires 2 hours of study time outside of class. **Students petitioning for reinstatement cannot exceed 7 units during their reinstatement semester.**

COURSE(S) REQUESTED BY STUDENT					
COURSE	UNITS	REPEATING?	MAJOR?	GENERAL ED?	CAREER?
TOTAL UNITS:					

Read and Initial Each Statement:

_____ I have read and understand the Allan Hancock College probation policies (attached).

_____ I will make an earnest effort to regain good standing with the college.

_____ I understand that if I am reinstated, I am required to earn a minimum 2.0 semester GPA and complete 50% of my units attempted. If I fail to do so, I will be subject to dismissal and sit-out for one full semester (fall or spring).

_____ If I am reinstated I understand that I will be enrolled on a probationary status.

I have completed the reinstatement application to the best of my ability and understand that if my application is denied, I can appeal the decision according to the probation policy.

Student Signature

Date

Counselor Use Only:

COUNSELOR RECOMMENDATION		
COURSE	UNITS	COUNSELOR NOTES
TOTAL UNITS:		

I have met with the student and have reviewed their START scores, student profile, external transcripts (if applicable), major, course repetition (if applicable), academic renewal (if applicable), and other factors contributing to my decision.

Counselor Signature

Date