



PETITION FOR REINSTATEMENT FROM PROBATION (LEVEL 1 & 2) DIAGRAM

STEP 1:
The **student** sets up an appointment with a Counselor

STEP 2:
The student and **counselor** meet to determine the type of probation, discuss the factors that led to it, agree on strategies to overcome them, fill out the Petition for Reinstatement from Probation and create an updated Student Educational Plan (SEP)

STEP 3:
The **counselor** clears probation hold and enters the official student educational plan in the Campus Solutions (aka Promt) system.
*Depending on the agreements with student, the counselor may also change the major, degree level, clear additional milestones, etc. Provide copies to the following. See arrows below

STEP 3A:
Sometimes during the meeting student will discover their transcript shows grades they were not aware of. This may lead to reaching out to an instructor to agree on a grade change, alleviation form, referrals to SAS, EOPS, Financial Aid, CalWORKs, Next Up, Veterans and Health Services and other resources on campus or in the community

STEP 4:
The **student** proceeds to enrollment in classes by themselves, or with the assistance of the Welcome Center

Point of Reference (A):
Student becomes aware of probation hold when they attempt to enroll and they are blocked, or notice the hold listed in the "hold" box of the student portal enrollment page. Both sources direct student to contact a counselor

A **copy** of the completed documents, SEP and unofficial PCCD transcript is provided to the student

A **copy** of the completed documents Petition for Reinstatement from Probation, SEP and unofficial PCCD transcript is provided to the Counseling **Front Desk** for filing

The **original documents** for Petition Reinstatement from Probation, SEP and unofficial PCCD transcript is provided to Admissions & Records for auditing compliance

The Petition for Reinstatement from Probation can be found on the Peralta Admissions & Records Website:
<https://web.peralta.edu/admissions/files/2011/06/Student-Petition-for-Reinstatement-from-Probation-and-Instr-04-05-16-.pdf>

- ** **Academic Probation:** Once a student has had two semesters with a GPA below a 2.0 the system will automatically flag them
- ** **Level 1 & 2:** The first semester when student's GPA falls below a 2.0 or the ratio of completed units versus attempted falls below 50%
- ** **Level 2:** Counselor review prior agreements from level 1 with student and discuss current life factors affecting their progress