

Reinstatement Request Form

The Academic Reinstatement Request form is used after a student completes a one-semester (fall or spring) academic suspension and to appeal readmission after academic dismissal.

Student Name: _____ NOVA EMPLID: _____

I am requesting reinstatement to Northern Virginia Community College for the following term/year:

Fall Spring Summer Year: _____

NOVA Major/Program of Study: _____

Factors Impacting Your Performance: Please identify the academic/personal factor[s] impacting your academic performance (check all that apply):

Academic:

<input type="checkbox"/> Did not attend class	<input type="checkbox"/> Poor study environment
<input type="checkbox"/> Too many courses	<input type="checkbox"/> Conflict with instructor
<input type="checkbox"/> Difficulties with course content	<input type="checkbox"/> Learning issues (i.e. study skills, test prep, etc.)
<input type="checkbox"/> Lack of interest in course material	<input type="checkbox"/> Did not take notes
<input type="checkbox"/> Did not study enough	<input type="checkbox"/> Uncomfortable class environment
<input type="checkbox"/> Do not know how to study effectively	<input type="checkbox"/> Course selection (i.e. accelerated, bad timing)
<input type="checkbox"/> Material was harder than I expected	<input type="checkbox"/> Poor performance on assignments and exams
<input type="checkbox"/> Did not communicate with instructor	<input type="checkbox"/> Did not meet with advisor/counselor
<input type="checkbox"/> Did not complete course work/assignments	<input type="checkbox"/> Did not request disability accommodations
<input type="checkbox"/> Poor skills in English, Reading/Writing, or Math	<input type="checkbox"/> Other:

Personal:

<input type="checkbox"/> Felt overwhelmed	<input type="checkbox"/> Not sure about major/career/life direction
<input type="checkbox"/> Difficulty managing stress	<input type="checkbox"/> Alcohol/substance use
<input type="checkbox"/> Easily distracted/Lack of focus	<input type="checkbox"/> Family pressures
<input type="checkbox"/> Financial problems	<input type="checkbox"/> Issues with living situation
<input type="checkbox"/> Lack of support from family/friends	<input type="checkbox"/> Medical/Health/Personal issues
<input type="checkbox"/> Gave up or became frustrated	<input type="checkbox"/> Motivation/procrastination
<input type="checkbox"/> Too many commitments	<input type="checkbox"/> Reluctance to seek assistance
<input type="checkbox"/> Social Habits	<input type="checkbox"/> Transportation
<input type="checkbox"/> Worked too much	<input type="checkbox"/> Loss of family member or someone special
<input type="checkbox"/> Poor time management	<input type="checkbox"/> Other:

Personal Statement: In your own words, describe the factors that impacted your academic performance and the strategies you will implement to bring out your best academic performance.

Student Support Services:

Please identify the Student Support Services that you used and will need for support (check all that apply):

<input type="checkbox"/>	Academic Success Center	<input type="checkbox"/>	Language Center (for Foreign Languages)
<input type="checkbox"/>	Advising/Counseling Center	<input type="checkbox"/>	Library
<input type="checkbox"/>	Career Services	<input type="checkbox"/>	Math Lab
<input type="checkbox"/>	Disability Support Services	<input type="checkbox"/>	Science Center
<input type="checkbox"/>	Faculty Assistance/Office Hours	<input type="checkbox"/>	Tutoring
<input type="checkbox"/>	Financial Aid	<input type="checkbox"/>	Other:

Grades of DFW

Review your [academic advisement report](#) to indicate all the courses in which you earned a grade of “D” “F” or “W.” You may submit on a separate sheet/document if additional space is needed.

Courses with DFW Grades	Number of Attempts	Credit	Grades for each attempt			
			1 st Attempt	2 nd Attempt	3 rd Attempt	4 th Attempt
<i>Example: ENG 111</i>	<i>2</i>	<i>3</i>	<i>F</i>	<i>D</i>		

Academic Recovery Plan

Indicate your total credits, quality (grade) points, and cumulative grade point average below. Next, identify courses you would like to enroll for the upcoming semester/term.

Quality (Grade) Points:	A: 4 points	B: 3 points	C: 2 points	D: 1 point
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CURRENT CUMULATIVE TOTALS									
Total Credits:		Total Quality Points:		Cumulative GPA:					
TERM/YEAR:				TERM/YEAR:					
Courses	Grades		Credits	Quality Points	Courses	Grades		Credits	Quality Points
	Earned	Projected				Earned	Projected		
Semester Average SGPA:					Semester Average SGPA:				
Cumulative Average CGPA:					Cumulative Average CGPA:				

Please return form to: Dr. Kimberly U. Wright
 Academic Standing & Retention Initiatives
 703-323-3208 / kuwright@nvcc.edu or OSRR@nvcc.edu / www.nvcc.edu
Return this form before your scheduled reinstatement meeting.