LAS POSITAS COLLEGE

# Petition for Restart from Pause Status

*This petition is to be filed with a regular Application for Admission by all students who have been placed on academic or progress pause from Las Positas College. You will be advised of the action taken on your petition as soon as possible.*

## POLICY ON RESTART BASED ON ACADEMIC STATUS

Students who have been placed on pause from Chabot or Las Positas College may apply for restart after one semester of non-attendance. Restart is subject to approval by the Vice President of Student Services or designee.

Students on restart after a pause may be subject to limits on their classes and number of units they may take.

Students on restart who are placed on pause a second time will not be eligible for restart until after one (1) year of non-attendance.

In extreme cases in which a pause resulted from extenuating circumstances, students ineligible for a restart under the above regulations may appeal to the Vice President of Student Services for special consideration and may be approved for a restart upon approval of their petition. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible.

The Vice President of Student Services may reduce or eliminate the waiting period described above due to extenuating circumstances. Any student approved for restart via this method will follow an academic success plan developed in collaboration with a counselor.

*(Cited from Chabot-Las Positas Community College District Board Policies, Chapter 4 – Academic Affairs, Policy No. 4250: Academic and Progress Notice, Pause, and Restart)*

## POLICY ON RESTART BASED ON ACADEMIC PROGRESS

Students who have been placed on pause from Chabot or Las Positas College because of insufficient progress may apply for restart after one semester of non-attendance. Restart is subject to approval by the Vice President of Student Services or designee.

Students on restart after a pause may be subject to limits on the classes and number of units they may take.

Students on restart who are placed on pause a second time will not be eligible for restart until after one (1) year of non-attendance.

The Vice President of Student Services may reduce or eliminate the waiting period described above due to extenuating circumstances. Any student approved for restart via this method will follow an academic success plan developed in collaboration with a counselor.

*(Cited from Chabot-Las Positas Community College District Board Policies, Chapter 4 – Academic Affairs, Policy No. 4250: Academic and Progress Notice, Pause, and Restart)*

# Petition for Restart from Pause Status

**DIRECTIONS:** Student requesting a restart after being placed on pause should thoughtfully complete and submit this form to Attn: Interventions Counselor, Catherine Alfaro (Building 1600 - First Floor Counseling Dept.) or via email at: lpc-interventions@laspositascollege.edu.

Name (Last, First) _____ Today's Date _____

Student W Number _____ Zonemail Email Address _____

Phone Number _____ Major _____

In accordance with the instructions and procedures found on the reverse side of this form, I hereby request a restart at Las Positas College following a placement on pause status.

**Last semester attended:**

☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

**Semester of requested admission:**

☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Explain the circumstances which led you to your low grades or insufficient progress: *(Attach documentation)*:

_____

_____

How have these circumstances changed? _____

_____

_____

Are you currently working? If so, where do you work and how many hours do you work per week? _____

_____

What is the major that you wish to pursue? Are you working on transfer, towards a degree, certificate, other? _____

_____

*I certify that the above statements are true:* _____ _____

Student Signature Date

Please allow 15 business days for processing following the receipt of your request.

| FOR OFFICE USE ONLY | |
|---|---|
| Counselor Recommendation: ☐ ADMIT ☐ DENY GPA: _____ UNIT LIMIT: _____ ☐ Academic ☐ Progress | |
| Student Intervention Counselor's Signature: | Date: |
| Action by the Dean of Student Services: ☐ ADMIT ☐ DENY | |
| Dean of Student Service's Signature: | Date: |
| Processed by (A&R): | Date: |